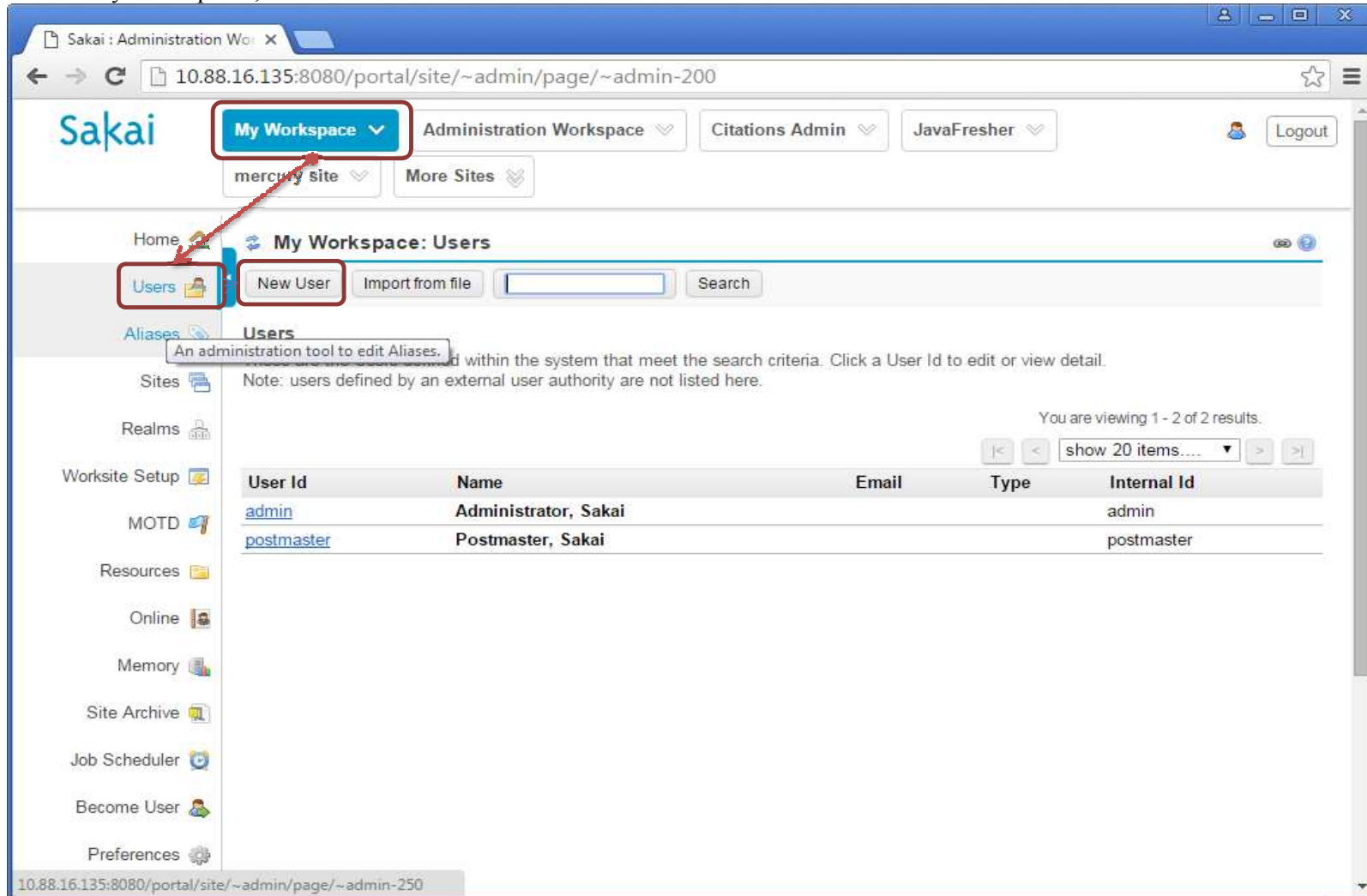


1) Create local account on Sakai

Login by account admin.

Go to site "My Workspace", click on left menu Users.



The screenshot shows the Sakai Administration Workspace interface. The top navigation bar includes the Sakai logo, a 'My Workspace' dropdown menu (highlighted with a red box), and other site-specific menus like 'Administration Workspace', 'Citations Admin', and 'JavaFresher'. Below the navigation bar, the 'My Workspace: Users' page is displayed. The left sidebar contains various links, with 'Users' (highlighted with a red box) being the active link. A red arrow points from the 'My Workspace' dropdown to the 'Users' link. The 'Users' page shows a table with two users: 'admin' and 'postmaster'. The table has columns for 'User Id', 'Name', 'Email', 'Type', and 'Internal Id'. The 'admin' user is listed with 'Administrator, Sakai' as the name and 'admin' as the internal id. The 'postmaster' user is listed with 'Postmaster, Sakai' as the name and 'postmaster' as the internal id. The page also includes a 'New User' button and a search bar.

User Id	Name	Email	Type	Internal Id
admin	Administrator, Sakai			admin
postmaster	Postmaster, Sakai			postmaster

Then click on button "New User"

Input information for user. Then click on button "Save Details".

The screenshot shows the Sakai Administration Workspaces interface. The browser window title is "Sakai : Administration Workspaces". The address bar shows the URL "10.88.16.135:8080/portal/site/~admin/page/~admin-200". The top navigation bar includes the Sakai logo, a "My Workspace" dropdown menu, and several other workspace dropdowns: "Administration Workspace", "Citations Admin", and "JavaFresher". There are also buttons for "mercury site" and "More Sites", and a "Logout" button with a user icon.

The left sidebar contains a list of navigation links: Home, Users (selected), Aliases, Sites, Realms, Worksite Setup, MOTD, Resources, Online, Memory, Site Archive, Job Scheduler, Become User, and Preferences.

The main content area is titled "My Workspace: Users" and contains a sub-section "Account Details". Under "Account Details", there is a "Create Account" section. A note states: "* Indicates a required field." The form fields are as follows:

- * User Id: user01
- First Name: One
- Last Name: Mr.
- Email: one@yourdomain.com
- Create New Password:
- Verify New Password:
- Passwords match: (checked)
- Type: (empty)
- Disable User: ☐ Disable

At the bottom of the form are two buttons: "Cancel Changes" and "Save Details".