### HOWTOADDAUSER ON CONFLUENCE

**ELIZABETH KOWALSKI** 

### GO TO SETTINGS ICON







- CLICK THE SETTINGS ICON
- CLICK USER MANAGEMENT

# SIGNIN WITH YOUR PASSWORD

#### **Administrator Access** △ If you were sent to this page from a link obtained from an untrusted source please proceed with caution or validate the link source before continuing. You have requested access to an administrative function in Confluence and are required to validate your credentials below. Username kowalskie17 Not You? Password Confirm Cancel

#### GO TO ADD USER TAB

List Users

Add Users

Invite Users User Signup Options Unsynced from Directory

# HAVE THE USER ADD THE CREDENTIALS

#### Add a User

Username*	
	Usernames must be lower case.
Full Name*	
Email*	
Password*	
Confirm Password*	
	Add

### CLICKADD

• AFTER YOU HAVE CLICKED ADD, THE NEW STUDENT CAN LOGIN INTO THEIR ACCOUNT

Add a User

Username*	
	Usernames must be lower case.
Full Name*	
Email*	
Password*	
Confirm Password*	
	Add