Creating a Salesforce system administrator account

SaaS Backup For Salesforce

Rachel Lithman
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When you sign up for SaaS Backup for Salesforce, you can use your existing Salesforce system administrator account, or you can create a new one.

Steps

1. Log in to Salesforce with your existing system admin account.
2. To switch to the classic experience, click on **View Profile**, then click **switch to Salesforce classic**. This is optional.
3. Click on the **Setup** tab.
4. Under **Administer**, click **Manage Users** and then click **Users**.

5. Under **Users**, click **New User**.
6. Fill in the requested information with the following guidance:
   a. Keep the **Role** empty.
   b. Under **User license**, choose **Salesforce**.
   c. Under **Profile**, choose **System Administrator**.
   d. Check the following:
      - ☑ Marketing
      - ☑ Offline
      - ☑ Service Cloud
      - ☑ Salesforce CRM content users.
7. Click **Save**.
8. In **Users**, click on your newly created account and click **Reset Password**.

9. Go to your email account to confirm and verify your new account.
   The link provided will prompt you to create a password for your account.
10. Log in to Salesforce using your new account credentials to activate the account.

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