**User**

Users are employees at any organization who need access to the organization's records in Salesforce. Sales executives, managers, and IT workers all have user accounts that identify them and determine their user account settings, including which features and records they can access.

A user account must contain a username and password to access [Salesforce](https://arrify.com/salesforce/) records. Other fields are:

* First and Last Name
* Email Address
* Username
* License
* Profile
* Role

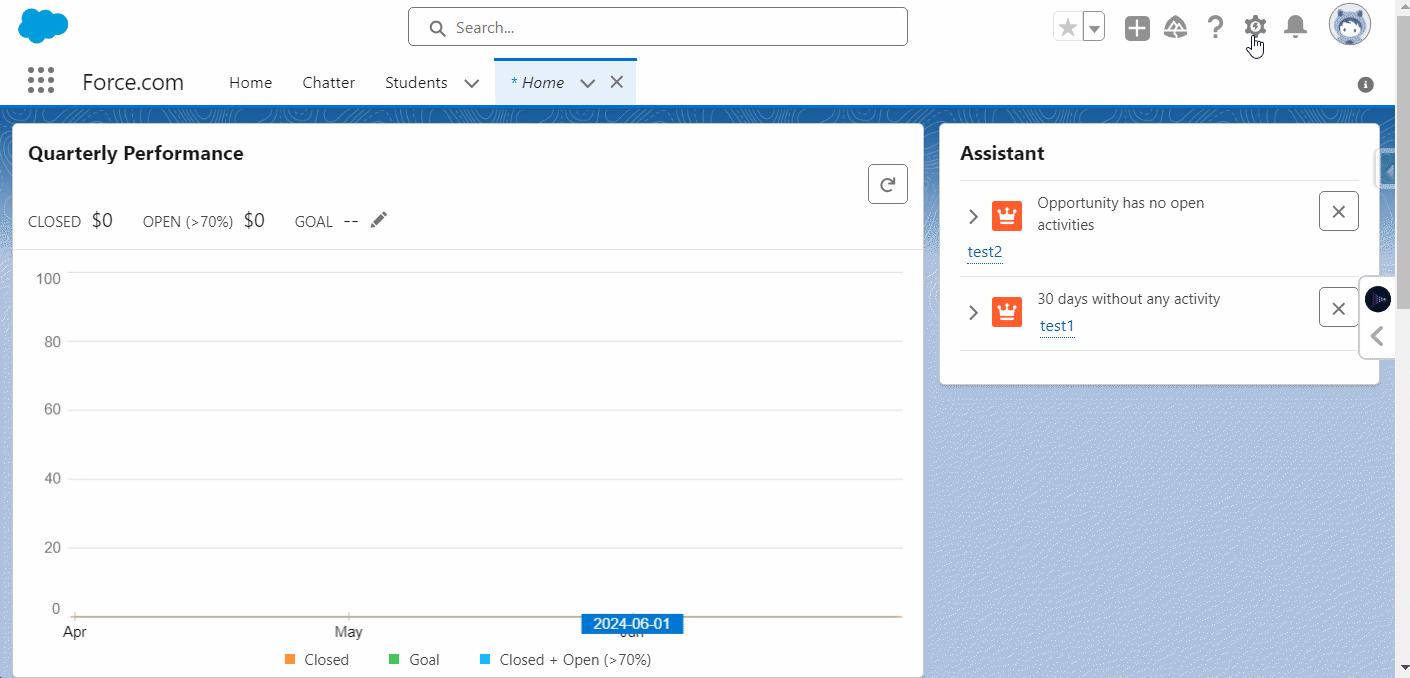
**How to Create a User in Salesforce**

The user must log in through the **System Administrator** account to create the new user.

Here, We are going to create a new user named **Arrify Test**

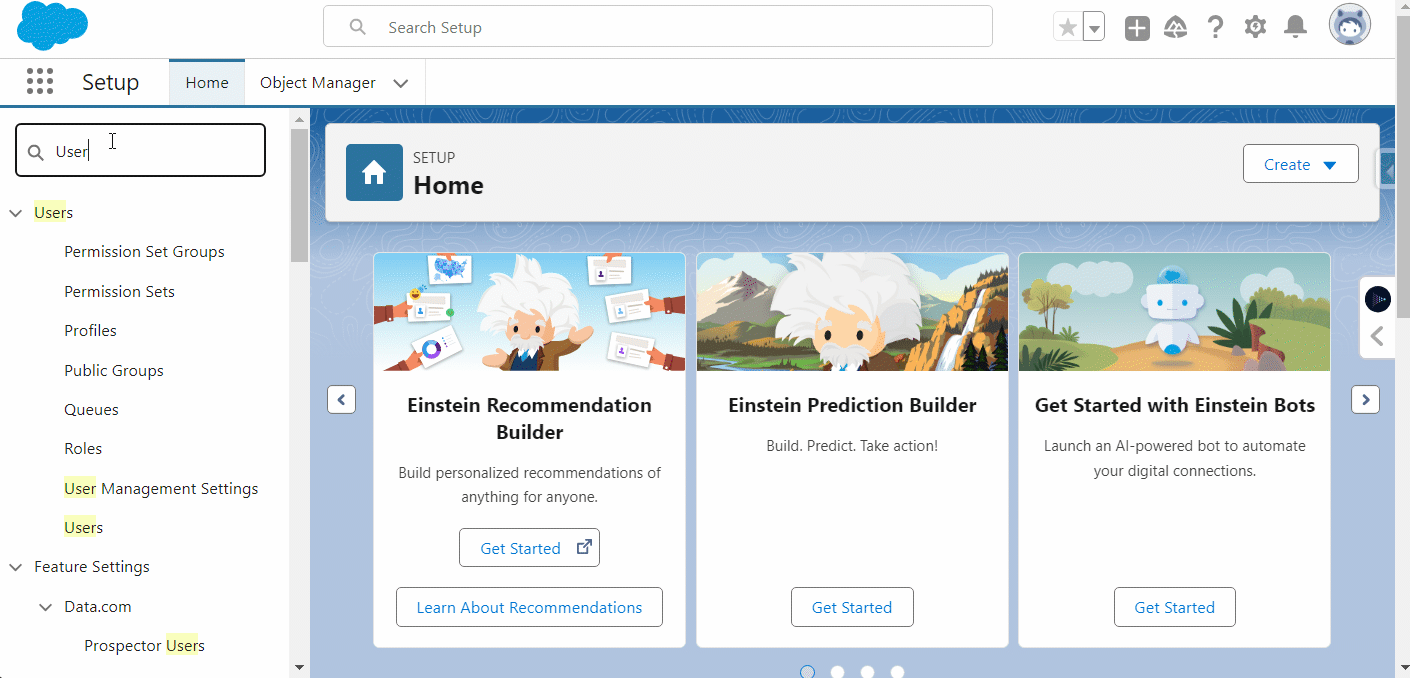
**Total Time:** 10 minutes

**Go to Setup**



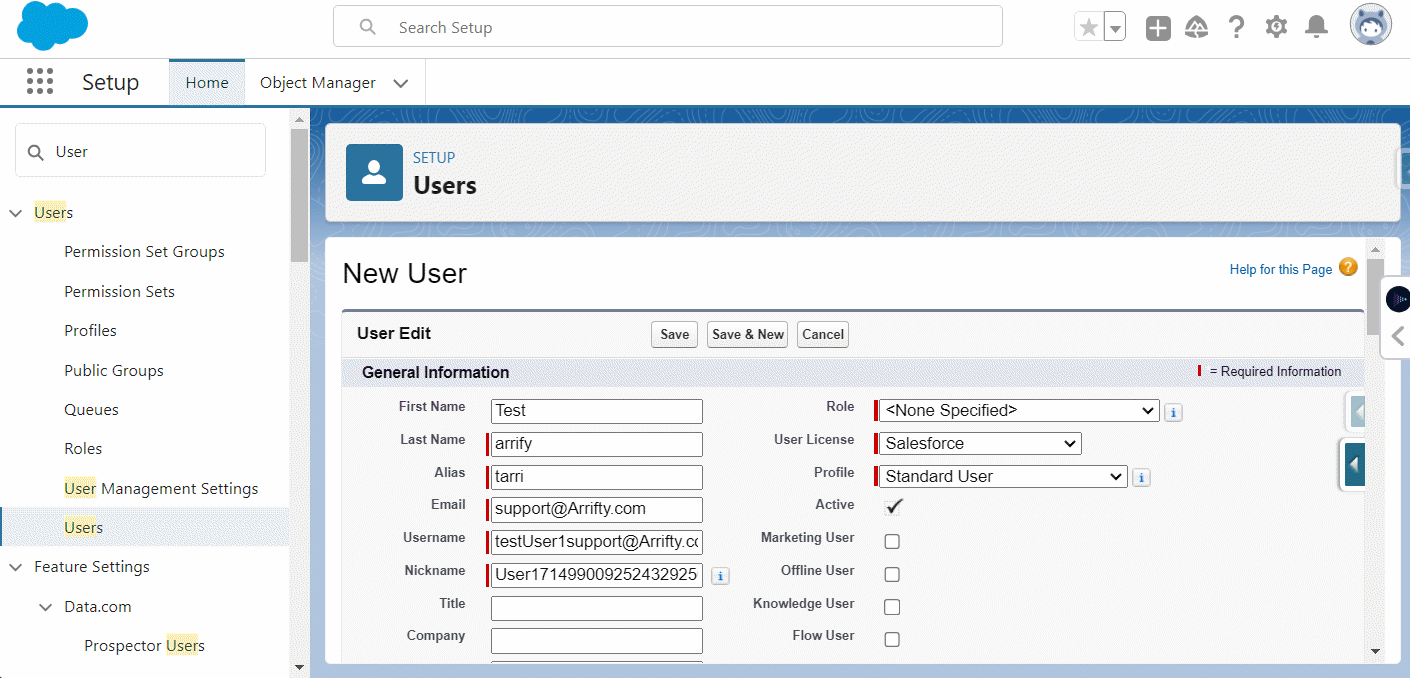
First, go to setup -> Quick Search Users

**New User**



Click on **New User** button

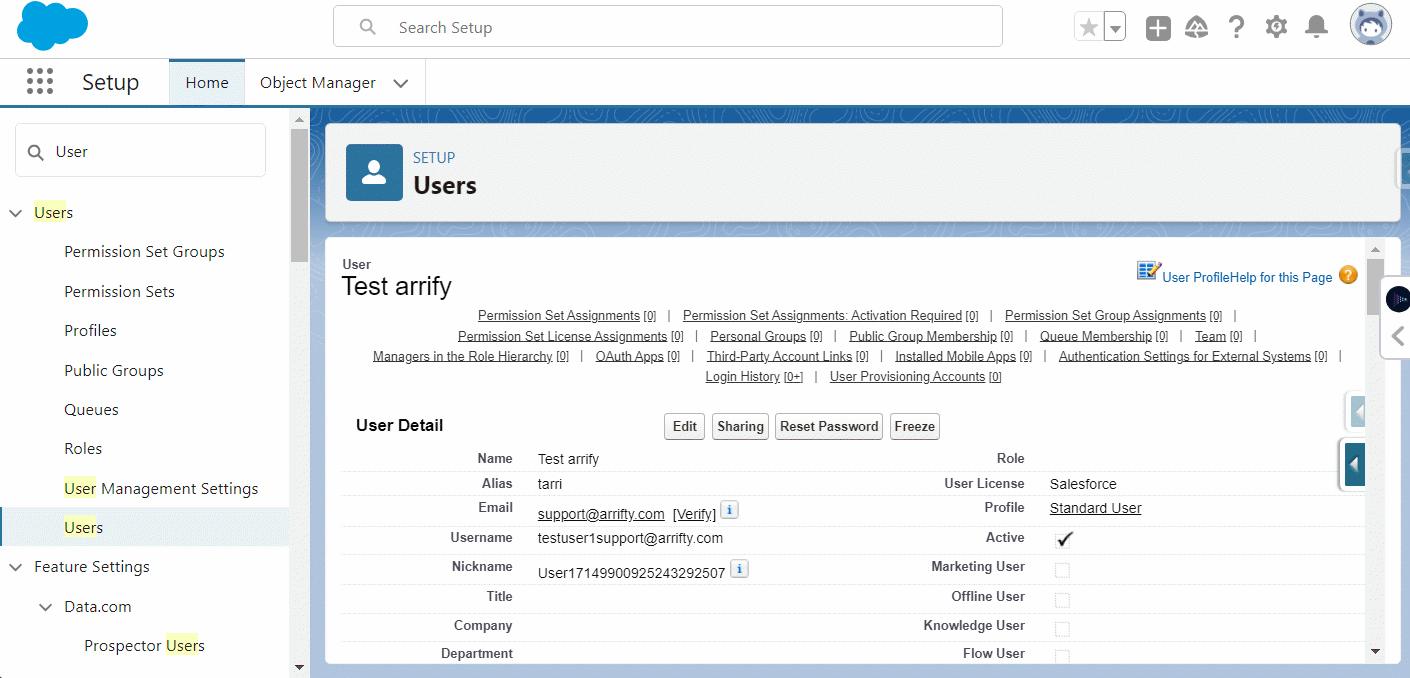
**Fill Details**



Fill user's details  
**Alias** - By default, It is the first character of the **First Name** and the First Four Letters of the **Last Name**  
**Username** - It must be Unique all over the Salesforceorg, and should be in email format  
**Role** - You can specify the role to the user according to the requirement  
**License** - Select a license for the user according to the requirement  
**Profile** - Select a profile for the user  
Click on **Save**

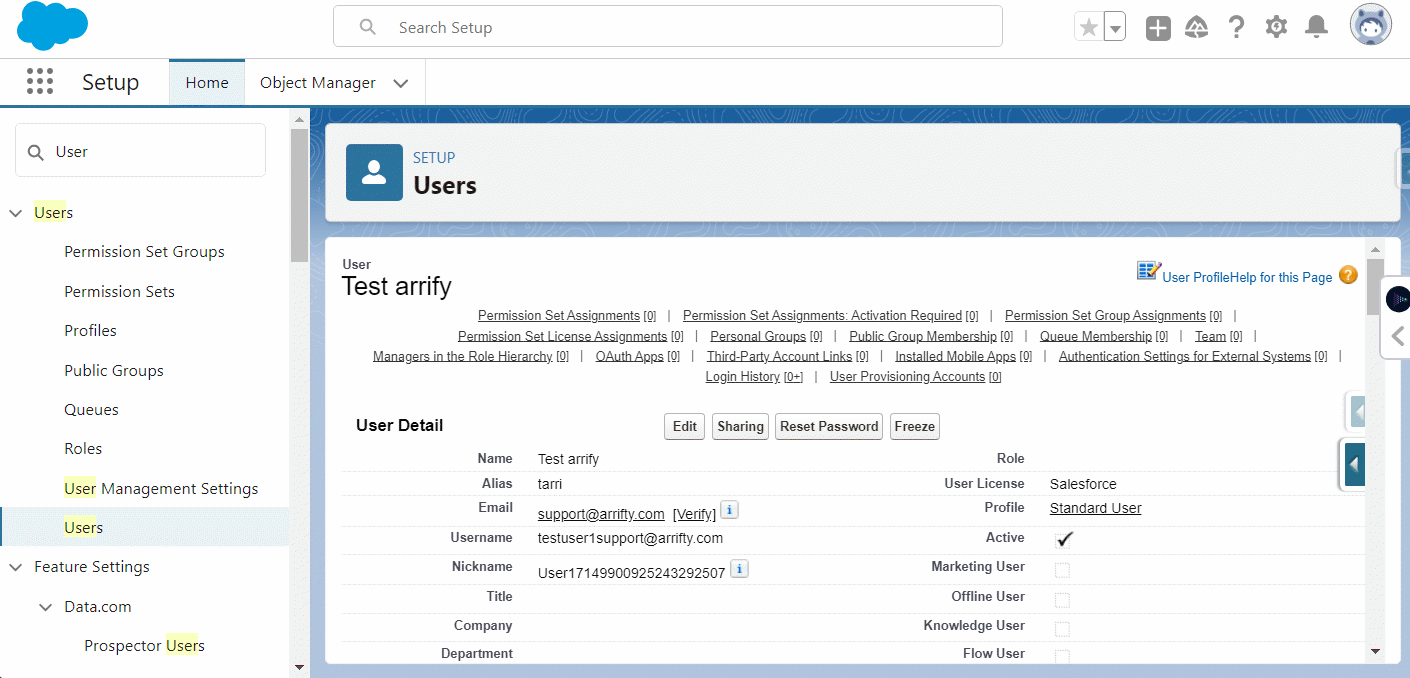
This user will get an email to set a password.

**Reset Password (If needed)**



Reset the password of the newly created user  
Admin can reset the password by clicking on the Reset Password button & an email will be sent to the user email ID that is provided while creating a user using this email user can set the password now.

**User is Created**



A New User is created.  
Once the user is created, it can't be deleted. It can be marked as inactive only.