## ## Introduction

This guide will teach you how to create a user within your buyer organization and assign those users to specific user groups.

User groups are collections of users that share similar assignments. They exist to organize groups of users for the purpose of assigning role-based permissions, catalog and product access, and administer user-assigned objects with which a user can interact.

## Prerequisites

* [Create a Buyer Organization](https://documentation.ordercloud.io/use-case-guides/buyer-and-seller-organization-management/create-a-buyer-organization)
* [Know how to make an Assignment](https://documentation.ordercloud.io/use-case-guides/buyer-and-seller-organization-management/make-an-assignment)

## ## 1. Create a User

While admin users have the ability to create and assign objects at the buyer organization, group, or user level, buyer users have access to various endpoints under the [Me resource](https://documentation.ordercloud.io/api-reference#Me). These endpoints give them the ability to create their own objects that are tied solely to their user.

<div class="api-reference">API Reference: [Create New Buyer User](https://documentation.ordercloud.io/api-reference#Users\_Create)</div>

```

POST https://api.ordercloud.io/v1/buyers/{buyerID}/users HTTP/1.1  
Authentication: Bearer put\_access\_token\_here  
Content-Type: application/json;  
  
{  
 "ID": "1",  
 "Username": "user01",  
 "Password": "password",  
 "FirstName": "First",  
 "LastName": "User",  
 "Email": "user01@example.com",  
 "Phone": "555-555-5555",  
 "TermsAccepted": null,  
 "Active": true,  
 "xp": null  
}

```

## ## 2. Create a User Group

It is considered best practice to make any assignments to a User Group rather than a single user. Assignments to the user group will be inherited by member users of that group so organizing users and assignments this way significantly simplifies the assignment process.

Consider a user group with 100 members. When assigning a Price Schedule, rather than making 100 different assignment calls to each member, you can simply make one call to the user group and the assignments will trickle down to each member of that user group.

<div class="api-reference">API Reference: [Create a User Group](https://documentation.ordercloud.io/api-reference#UserGroups\_Create)</div>

```

POST https://api.ordercloud.io/v1/buyers/{buyerID}/usergroups HTTP/1.1  
Authentication: Bearer put\_access\_token\_here  
Content-Type: application/json; charset=UTF-8  
  
{  
 "ID": "A",  
 "Name": "UserGroup A",  
 "Description": "My First UserGroup",  
 "xp": null  
}

```

User Groups can be designed as subsets of roles within a business or organization and can be as specific or as broad as you choose. For example, there could be a User Group for users that have the ability to approve orders.

Additionally, User Groups can dictate which Price Schedules apply to sets of users, where they can ship their orders to, who has access to which sets of Products or Categories, or which users have the ability to use different payment options during the ordering process. There are countless options and combinations of setups available to User Groups and they are worth the time to explore.

## ## 3. Assign the User to the User Group

A user group can contain as many or as few member users as is necessary and member users can be added and removed from a group at any time. Additionally, a user can be a member of multiple user groups.

For example, you might assign a user in a management role that spans multiple departments (user groups)

<div class="api-reference">API Reference: [Save User Assignment](https://documentation.ordercloud.io/api-reference#UserGroups\_SaveUserAssignment)</div>

```

POST https://api.ordercloud.io/v1/buyers/{buyerID}/usergroups/assignments HTTP/1.1  
Authentication: Bearer put\_access\_token\_here  
Content-Type: application/json; charset=UTF-8

{  
 "UserGroupID": "A",  
 "UserID": "1"  
}

```

## Conclusion

You have now created a User, a User Group, and assigned a User to a User Group. There are countless ways that you can assign Users to User Groups, so take the time to figure out the best structure for your business.