Basic Administration > Managing User Participation > Participant Administration > Working with Participants > Managing Users > Creating a New User > New User – Set Attributes

New User – Set Attributes

Required fields in the **New User** window are preceded by an asterisk (*). The **Email** field is not required to create a user, although email addresses are required for both Windchill PDMLink and Windchill ProjectLink users, as described in the following table.

Enter **New User** attributes as described in the following table.

Field	Description
User Name	Identify the user for purposes of group membership, access control rules, event notification rules, and logging on. The name entered here does not need to be unique; however, the user's distinguished name (which is made up of directory attributes that include the user name and directory location) must be unique. User login names cannot contain the following characters: #, /, >, \, and <. User login names cannot contain extended ASCII characters such as ä, ê, ì, õ, ǔ, æ, and so on. This is a required field.
Full Name	Specify the full name of the user. There is no requirement for how to specify the full name. For example, the name could be entered as "John Doe" or "Doe, John". ℹ️ While the order in which you specify the full name of a user does not matter, you should be consistent within your site.
Last Name	Specify the last name of the user. 💬 The user last name does not appear by default in tables or other locations in Windchill. An optional last name column is available in some locations, such as the **Teams** table.

Synchronize Name with LDAP	Select the checkbox to allow the full name, last name, or email address of the user to be automatically synchronized between LDAP and the database. This prevents problems that can occur when user attributes are changed in LDAP. 📝 Synchronization is checked when a user logs on to Windchill. Updates to user data are made on a periodic basis rather than as soon as the update in LDAP occurs. By default, user data is updated weekly.
Email	Specify the user's email address. Although entering a value in the **Email** field is not required, the following features require that participants have an email address: • Giving the site administrator privileges through the **Site** > **Administrators** window • Giving the organization administrator privileges through the **Organization** > **Administrators** window • Enabling the user to create products, libraries, or projects through the **Organization** > **Creator** window • Adding the user as a member of a project through the **Team** window in the **Project** context If users do not have the email attribute set in their directory service entry, the users do not appear when a search is made in the features that require an email address.
Postal Address	Specify the user's mailing address.
Telephone Number	Specify the user's primary telephone number.
Alternate Phone Number	Specify the user's secondary telephone number.
Fax Number	Specify the user's fax number.
Personal Web Site	Specify the URL of a personal website.
Organization	Select the organization name to use as the organization attribute value in the user directory entry. To select from a list of existing organizations, click **Find**. The **Find Organizations** window opens for searching for and selecting an organization.

	📋 Changing the organization of a user will also update the domain and personal cabinet of the user.
Preferred Language	Select the user's preferred template language from the drop-down list. This is a required field.
Directory Server	Select the directory service in which you want the user entry to reside. The drop-down list displays all of the services that have been established. 📋 Read-only directory servers are not displayed in the list. User directory services are established by setting up JNDI adapter entries through the Info*Engine Property Administrator and adding the adapter entries to the wt.federation.org.directoryServices property. For additional information, see Working with LDAP Directory Services.
Domain of User	Select the domain with which the user is associated. A domain is an administrative area that defines a set of administrative policies, such as access control, indexing, and notification. Objects associated with a domain are subject to its policies. To select from a list of existing domains, click **Find**. The **Find Domain** window opens and you can search for and select a domain. You can also type the name of an existing domain into the **Context** field. If you do not enter a domain in this field, Windchill determines which domain to set according to the domain algorithm that is in place. For information about domains, see Administering Domains and Policies.
Domain of Personal Cabinet	Select the domain with which the user's cabinet is associated. To select from a list of existing domains that have been created, click **Find**. The **Find Domain** window opens and you can search for and select a domain. If you do not enter a domain in this field, Windchill determines which domain to set according to the established domain algorithm. For information about domains, see Administering Domains and Policies.
Password	Specify the user's password. This is a required field.
Password Confirmation	Confirm the entry of the user's password. This is a required field.

Alternate User Name <x>	Specify additional names under which this user wants to access Windchill. You can enter up to four additional names by entering the first name in the **Alternate User Name 1** field, the second name in **Alternate User Name 2**, and so on. For example, if a user works with two Pro/INTRALINK installations and has a unique user name on each installation, you could enter those names in two of the **Alternate User Name** <x> fields.
	Alternate User Name 1 and additional Alternate User fields can be added to all user information pages by editing the layout of those pages in the **Type and Attribute Management** utility. For more information, see About the Type and Attribute Management Utility.

📝   Other LDAP attributes can be added as Windchill user attributes by configuring custom attributes using the procedure available in Customizing LDAP Mapped Attributes in a User Information Page.