

# Create an Admin User in AWS Amplify Console

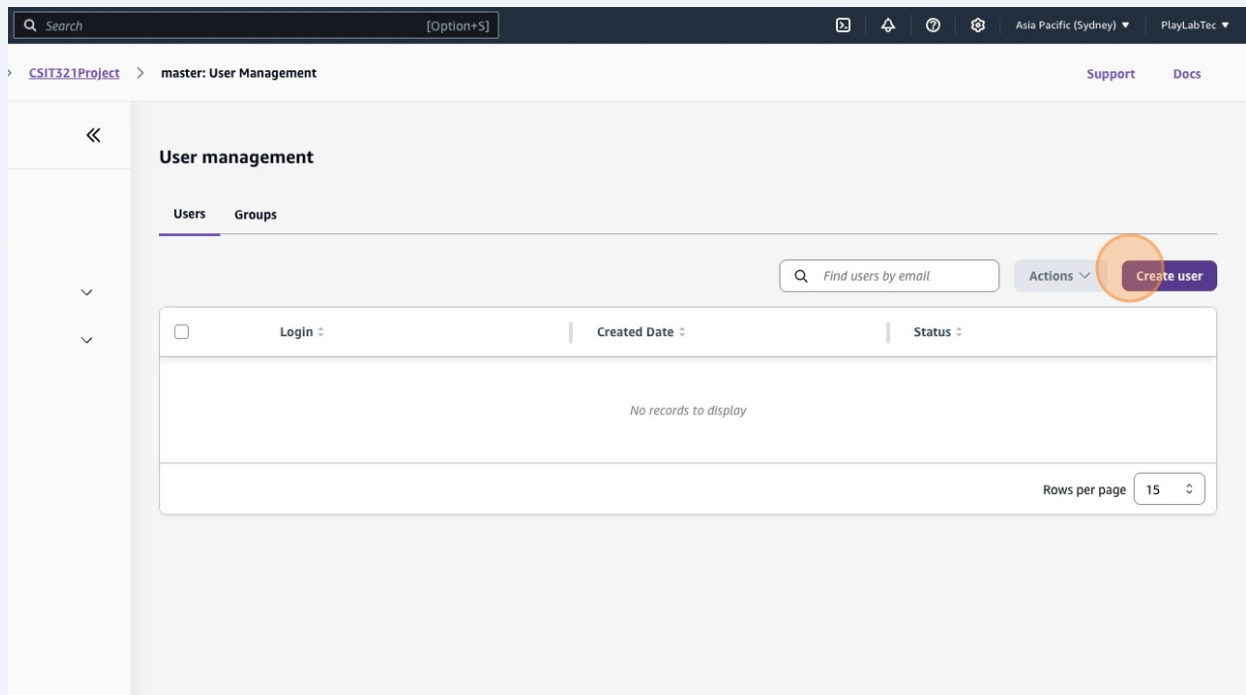


1 Click "Authentication"

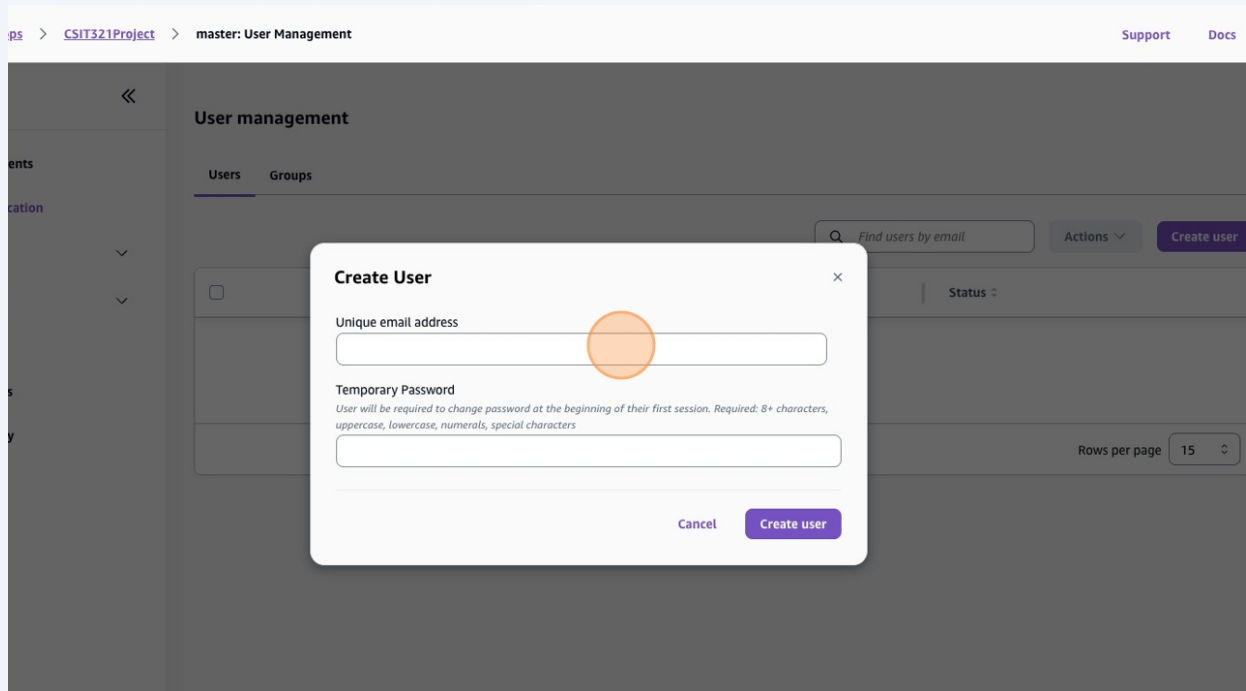
The screenshot shows the AWS Amplify Console interface. The left sidebar contains a navigation menu with the following items: Deployments, Authentication (highlighted with an orange circle), Data, AI (New), Storage, Functions, and UI Library. The main content area displays the 'Deployments' section for the 'master' branch. It shows a deployment status of 'Deployed' with a green checkmark. Below this, there is a 'Deployment history' table with columns: Name, Status, Build duration, Commit message, and Started at. The table contains one entry: 'Deployment 1' with status 'Deployed', build duration '10 minutes 23 seconds', commit message 'Auto-build', and started at '5/28/2025, 10:14 AM'.

Name	Status	Build duration	Commit message	Started at
Deployment 1	Deployed	10 minutes 23 seconds	Auto-build	5/28/2025, 10:14 AM

## 2 Click "Create user"



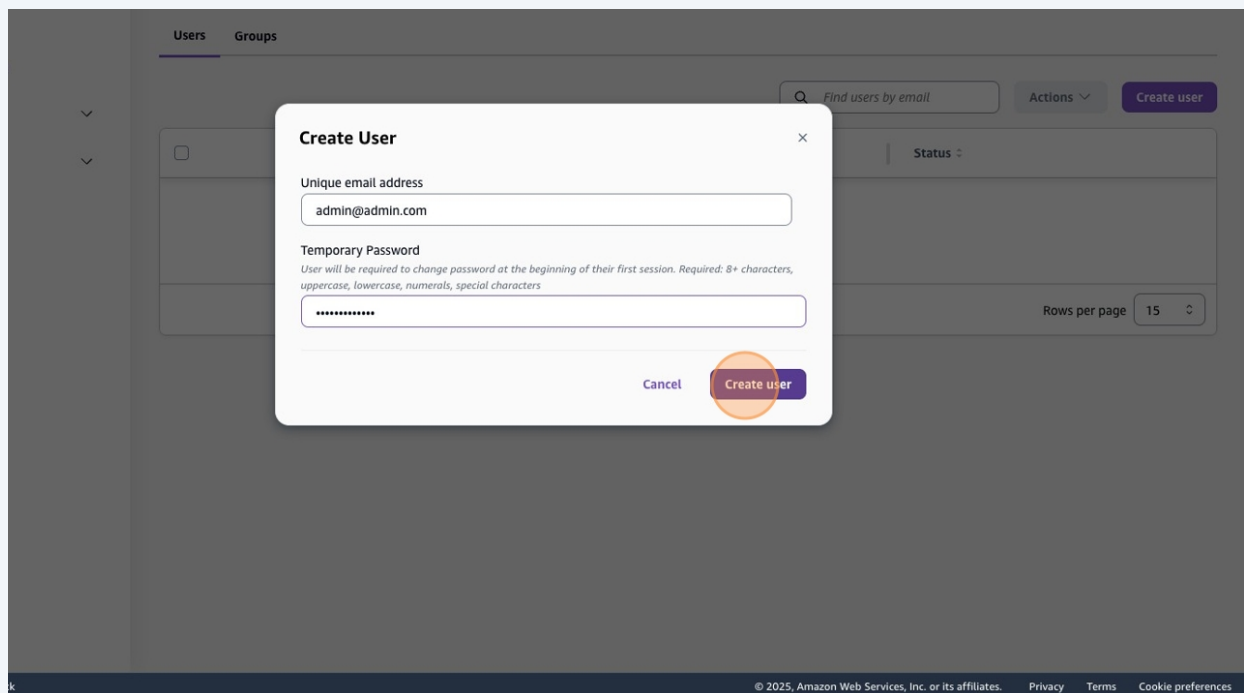
## 3 Click the "Unique email address" field.



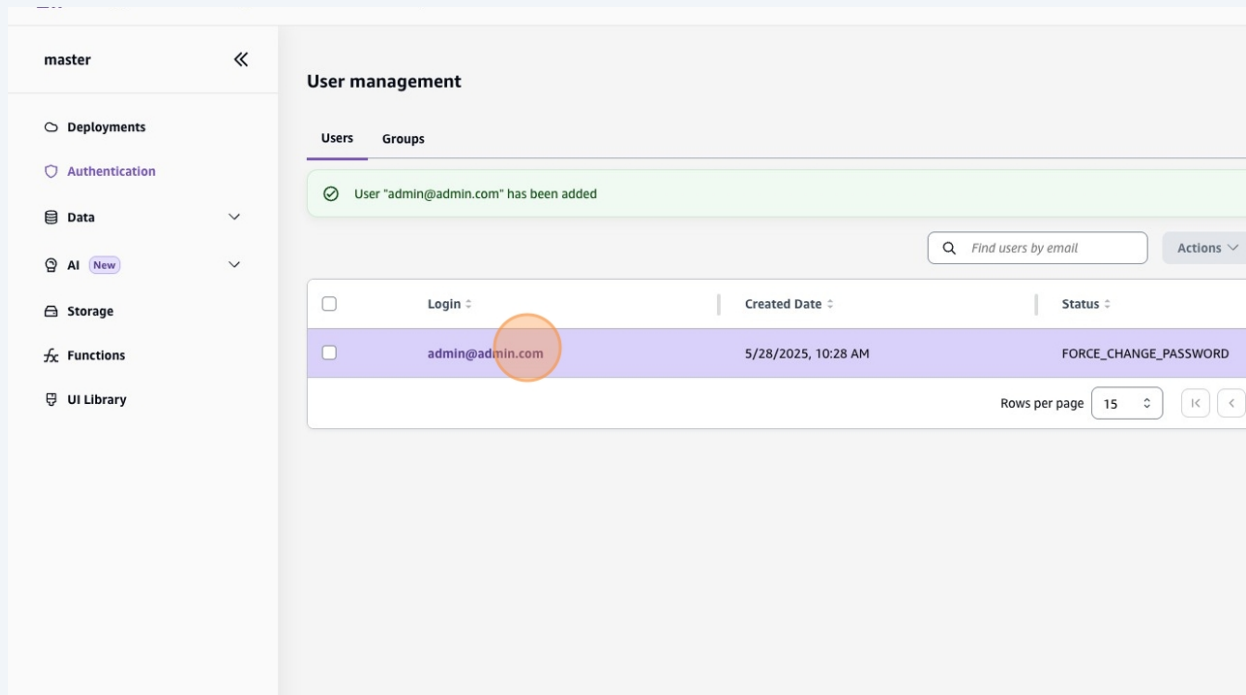
4 Enter Users Email

5 Enter Users Temporary Password (will need to be changed on 1st login)

6 Click "Create user"



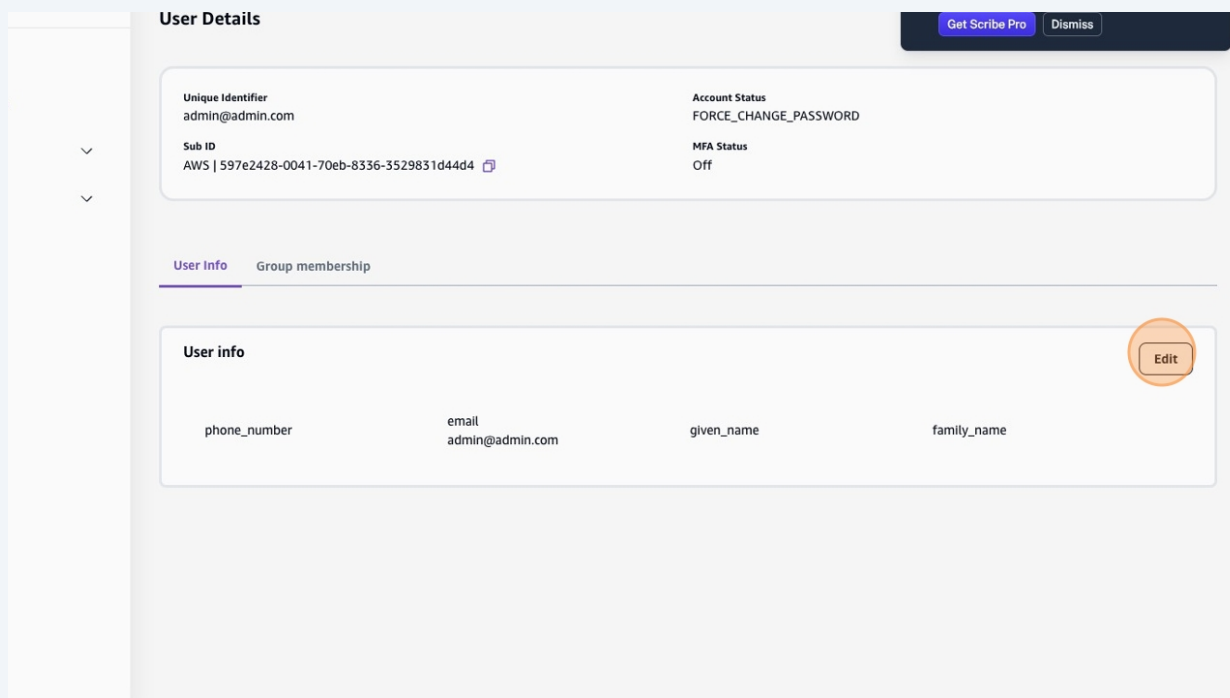
## 7 Click On User Just Created



The screenshot shows the 'User management' interface. On the left is a sidebar with navigation links: master, Deployments, Authentication, Data, AI (New), Storage, Functions, and UI Library. The main content area has a 'User management' header with tabs for 'Users' and 'Groups'. Below the tabs is a green notification bar stating 'User "admin@admin.com" has been added'. A search bar with the placeholder 'Find users by email' and an 'Actions' dropdown are present. A table lists users with columns for 'Login', 'Created Date', and 'Status'. The first row is highlighted in purple and contains the email 'admin@admin.com', the date '5/28/2025, 10:28 AM', and the status 'FORCE\_CHANGE\_PASSWORD'. An orange circle is drawn around the email address. At the bottom right of the table, there is a 'Rows per page' selector set to '15' and navigation buttons.

Login	Created Date	Status
admin@admin.com	5/28/2025, 10:28 AM	FORCE_CHANGE_PASSWORD

## 8 Click "Edit"



The screenshot shows the 'User Details' interface. At the top right, there are buttons for 'Get Scribe Pro' and 'Dismiss'. The main content area has a 'User Details' header. Below the header is a card containing user information: 'Unique Identifier' (admin@admin.com), 'Sub ID' (AWS | 597e2428-0041-70eb-8336-3529831d44d4), 'Account Status' (FORCE\_CHANGE\_PASSWORD), and 'MFA Status' (Off). Below the card are two tabs: 'User Info' and 'Group membership'. The 'User Info' tab is active. Below the tabs is a 'User info' card with fields for 'phone\_number', 'email' (admin@admin.com), 'given\_name', and 'family\_name'. An orange circle is drawn around the 'Edit' button in the top right corner of the 'User info' card.

User info

phone_number	email	given_name	family_name
	admin@admin.com		

## 9 Click this text field.

The screenshot shows the AWS IAM console interface. On the left is a navigation menu with options: Deployments, Authentication, Data, AI (New), Storage, Functions, and UI Library. The main content area displays the 'User info' tab for a user. At the top, there's a summary section with fields: Unique Identifier (admin@admin.com), Account Status (FORCE\_CHANGE\_PASSWORD), Sub ID (AWS | 597e2428-0041-70eb-8336-3529831d44d4), and MFA Status (Off). Below this, the 'User info' tab is active, showing a 'phone\_number' text field (highlighted with an orange circle), a 'Mark as verified' checkbox, an 'email' field (admin@admin.com), another 'Mark as verified' checkbox (checked), and 'given\_name' and 'family\_name' text fields. A 'Cancel' button is visible in the top right of the 'User info' section. The footer of the console shows 'CloudShell', 'Feedback', and copyright information for Amazon Web Services, Inc.

## 10 Enter users phone number must included country code (AU +61)

## 11 Click this text field.

The screenshot shows the AWS IAM console interface. At the top, there's a summary box with the following details:

<b>Unique Identifier</b> admin@admin.com	<b>Account Status</b> FORCE_CHANGE_PASSWORD
<b>Sub ID</b> AWS   597e2428-0041-70eb-8336-3529831d44d4	<b>MFA Status</b> Off

Below this, there are two tabs: 'User Info' (selected) and 'Group membership'. The 'User info' tab contains a form with the following fields:

- phone\_number**: +61042394006
- Mark as verified**: ☐
- email**: admin@admin
- Mark as verified**: ☒
- given\_name**: (This field is highlighted with an orange circle)
- family\_name**: (Empty)

At the bottom right of the form are 'Cancel' and 'Save' buttons. The footer of the console shows '© 2025, Amazon Web Services, Inc. or its affiliates. Privacy Terms Cookie preferences'.

## 12 Type enter user given and last name

### 13 Click "Save"

The screenshot shows the AWS IAM console interface. On the left is a navigation menu with options like Deployments, Authentication, Data, AI, Storage, Functions, and UI Library. The main content area displays the 'User info' tab for a user named 'admin@admin.com'. The user's details are shown in a table with columns for phone\_number, email, given\_name, and family\_name. The 'Save' button is highlighted with an orange circle.

phone_number	email	given_name	family_name
+61042394006	admin@admin	Jonty	Hourn

Buttons: Cancel, Save

### 14 Click "Group membership"

The screenshot shows the AWS IAM console interface. On the left is a navigation menu with options like Deployments, Authentication, Data, AI, Storage, Functions, and UI Library. The main content area displays the 'Group membership' tab for a user named 'admin@admin.com'. The user's details are shown in a table with columns for phone\_number, email, given\_name, and family\_name. The 'Group membership' tab is highlighted with an orange circle.

phone_number	email	given_name	family_name
+610423940062	admin@admin.com	Jonty	Hourn

Buttons: CloudShell, Feedback

## 15 Click "ADMINS"

The screenshot shows the AWS IAM console interface. On the left is a navigation menu with options: Deployments, Authentication, Data, AI (marked as New), Storage, Functions, and UI Library. The main content area displays a notification at the top: 'admin@admin.com was successfully edited.' Below this, user details for 'admin@admin.com' are shown, including the Unique Identifier, Sub ID, Account Status (FORCE\_CHANGE\_PASSWORD), and MFA Status (Off). The 'Group membership' tab is selected, showing a 'Groups' section with an 'Add user to group' dropdown. The dropdown menu is open, showing the 'ADMINS' group selected, along with 'Moderator' and 'Student' options. The footer includes 'CloudShell', 'Feedback', and copyright information for Amazon Web Services, Inc. or its affiliates.

Deployments

Authentication

Data

AI New

Storage

Functions

UI Library

admin@admin.com was successfully edited.

Unique Identifier  
admin@admin.com

Account Status  
FORCE\_CHANGE\_PASSWORD

Sub ID  
AWS | 597e2428-0041-70eb-8336-3529831d44d4

MFA Status  
Off

User Info **Group membership**

**Groups**

Add user to group

Add admin@admin.com to group

ADMINS

Moderator

Student

CloudShell Feedback

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