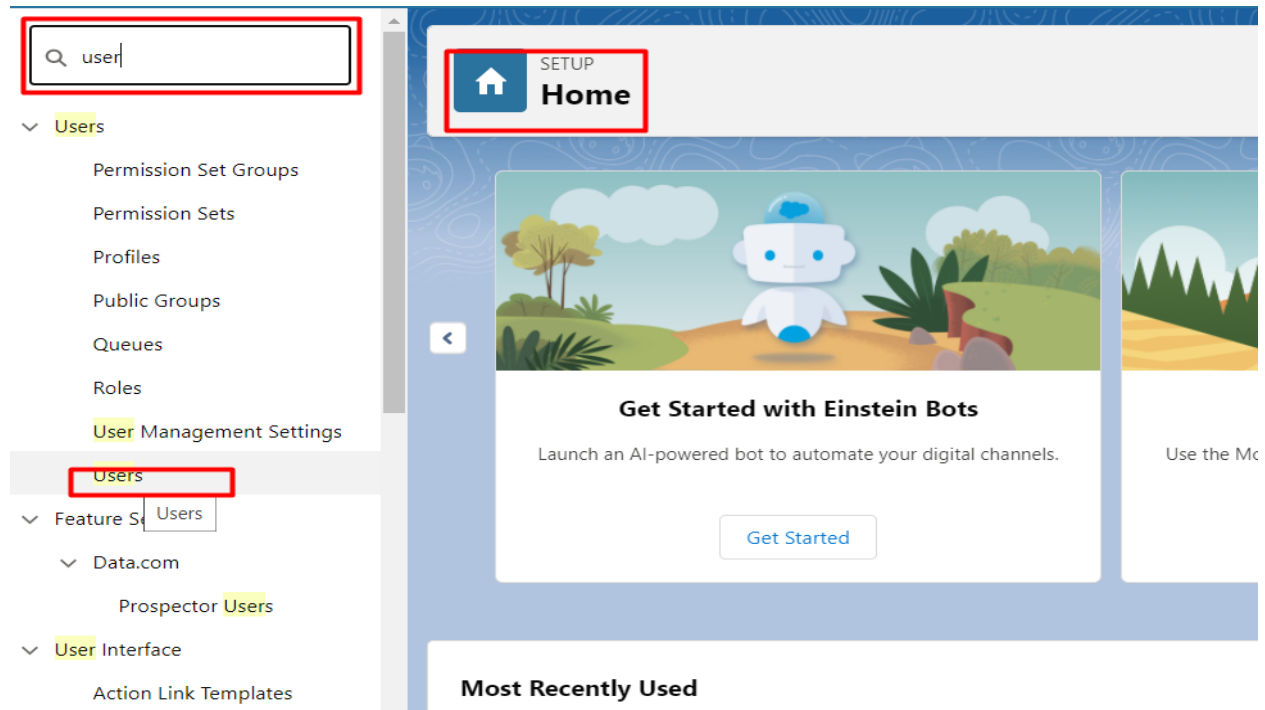


## Lecture 1: Creating a new user

In this lecture, we will learn about the setup of a new user and how to create a new user in Salesforce.

**Step 1:** Click on the quick find box and search user as you click on the option user you will be directed to the next page where you can see all the available users.



**Step 2:** As you are directed to the next page where all the users are visible, you will see an option available on the top of the screen as “New user”.

## All Users

On this page you can create, view, and manage users.

In addition, download SalesforceA to view and edit user details, reset passwords, and perform other administrative tasks from your mobile devices: [iOS](#) | [Android](#)

View: All Users [Edit](#) | [Create New View](#)

A | B | C | D | E | F | G | H | I |

[New User](#)
[Reset Password\(s\)](#)
[Add Multiple Users](#)

	Action	Full Name ↑	Alias	Username	Last Login	Role
<input type="checkbox"/>	<a href="#">Edit</a>	Chatter Expert	Chatter	chatty.00d5g000005etckeaw.46bfogwpbk6s@chatter.salesforce.com		
<input type="checkbox"/>	<a href="#">Edit</a>	gupta_astha	agupt	team@kadgegroup.com	7/3/2021, 9:50 PM	
<input type="checkbox"/>	<a href="#">Edit</a>	User_Integration	integ	integration@00d5g000005etckeaw.com		
<input type="checkbox"/>	<a href="#">Edit</a>	User_Security	sec	insightssecurity@00d5g000005etckeaw.com		

[New User](#)
[Reset Password\(s\)](#)
[Add Multiple Users](#)

A | B | C | D | E | F | G | H | I |

**Step 3:** As you click on a new user you will be directed to the next page where a form is available which is supposed to be filled in order to create a new user.

User Edit

[Save](#)
[Save & New](#)
[Cancel](#)

### General Information

First Name

Last Name

Alias

Email

Username

Nickname  ⓘ

Title

Company

Department

Division

Role

User License

Profile  ⓘ

Active ☒

Marketing User ☐

Offline User ☐

Knowledge User ☐

Flow User ☐

Service Cloud User ☐

Site.com Contributor User ☐

Site.com Publisher User ☐

WDC User ☐

Data.com User Type  ⓘ

Data.com Monthly Addition Limit  ⓘ

Accessibility Mode (Classic Only) ☐ ⓘ

High-Contrast Palette on Charts ☐ ⓘ

**Step 4:** After filling in the information as you click on save you can see that the record is created and a verification mail will be sent on the email that you provided in the record.

User

Test user

[Permission Set Assignments \(0\)](#) | 
 [Permission Set Assignments: Activation Required \(0\)](#) | 
 [Permission Set Group Assignments \(0\)](#) | 
 [Permission Set License Assignments \(0\)](#) | 
 [Personal Group Team \(0\)](#) | 
 [Managers in the Role Hierarchy \(0\)](#) | 
 [OAuth Connected Apps \(0\)](#) | 
 [Third-Party Account Links \(0\)](#) | 
 [Installed Mobile Apps \(0\)](#) | 
 [Authentication Settings for External System](#)

User Detail

Edit

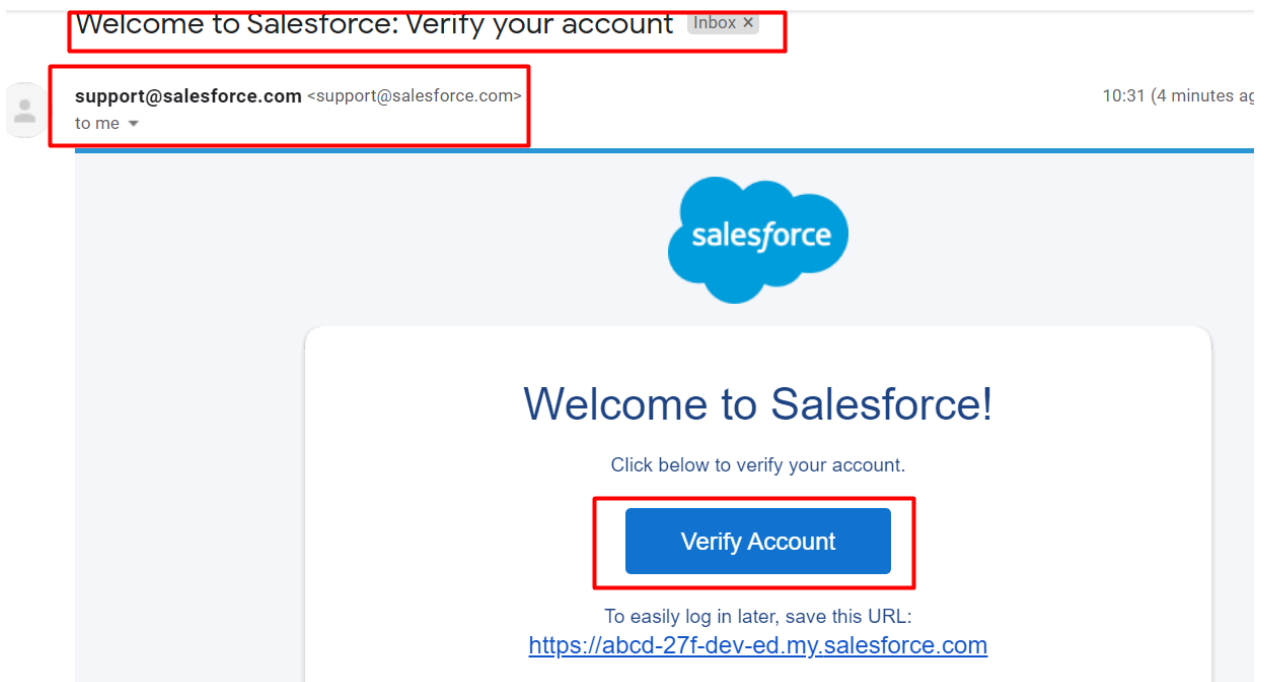
Sharing

Reset Password

Freeze

Name	Test user	Role	
Alias	tuser	User License	Salesforce
Email	aishagupta12377.ak@gmail.com	Profile	Standard User
Username	aishagupta12377.ak@gmail.com	Active	<input checked="" type="checkbox"/>
Nickname	User16253747947361923887	Marketing User	<input type="checkbox"/>
Title		Offline User	<input type="checkbox"/>
Company		Knowledge User	<input type="checkbox"/>
Department		Flow User	<input type="checkbox"/>
Division		Service Cloud User	<input type="checkbox"/>
Address		Site.com Contributor User	<input type="checkbox"/>
Time Zone	(GMT-07:00) Pacific Daylight Time (America/Los_Angeles)	Site.com Publisher User	<input type="checkbox"/>
Locale	English (United States)	WDC User	<input type="checkbox"/>
Language	English	Mobile Push Registrations	<a href="#">View</a>
Delegated Approver		Data.com User Type	
Manager		Accessibility Mode (Classic Only)	<input type="checkbox"/>
Receive Approval Request Emails	Only if I am an approver	Debug Mode	<input type="checkbox"/>
Federation ID		High-Contrast Palette on Charts	<input type="checkbox"/>

**Step 5:** Now as you go to your provided email address you will see that a welcome email is received as you open the mail and click on verify the account you will have to set the password.



**Step6:** As you are directed to the next page where you have to create a password you need to make a password and give security questions etc.

## Change Your Password

Enter a new password for  
sfconfigimplementtestuser@gmail.com. Make sure to  
include at least:

- ✓ 8 characters
- ✓ 1 letter
- ✓ 1 number

\* New Password

 Good

\* Confirm New Password

 Good so

Security Question

▼ In what city were you born?

\* Answer