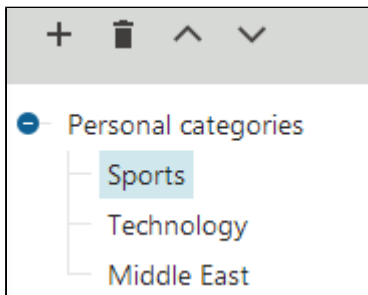


Depending on how the administrator configured the system, there are up to 3 types of categories that you can create in Kentico:

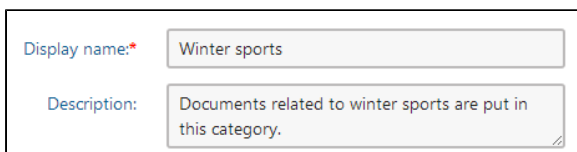
- **Personal categories** - these categories belong to a specific user only, however, you can use them across all available sites.
- **Global categories** - these can be used across all available sites. You can create these when [assigning pages to categories](#).
- **Site-specific categories** - these can be used only on the site on which you created them. You can create these when [assigning pages to categories](#).

To create a personal category

1. Open the **My profile** application.
2. Switch to the **Categories** tab.
3. (Optional) If you want to create the new category as a subcategory, click on an existing category in the panel to the left.



4. Click on **New category (+)**.
5. Fill in the details of the new category.

A screenshot of the 'New category' form in the Kentico application. It contains two input fields. The first field is labeled 'Display name:' with a red asterisk, and it contains the text 'Winter sports'. The second field is labeled 'Description:' and contains the text 'Documents related to winter sports are put in this category.'.

6. Click on **Save**.

The system creates the new category. You can now [assign pages to the category](#).