

How to: Create a new user account

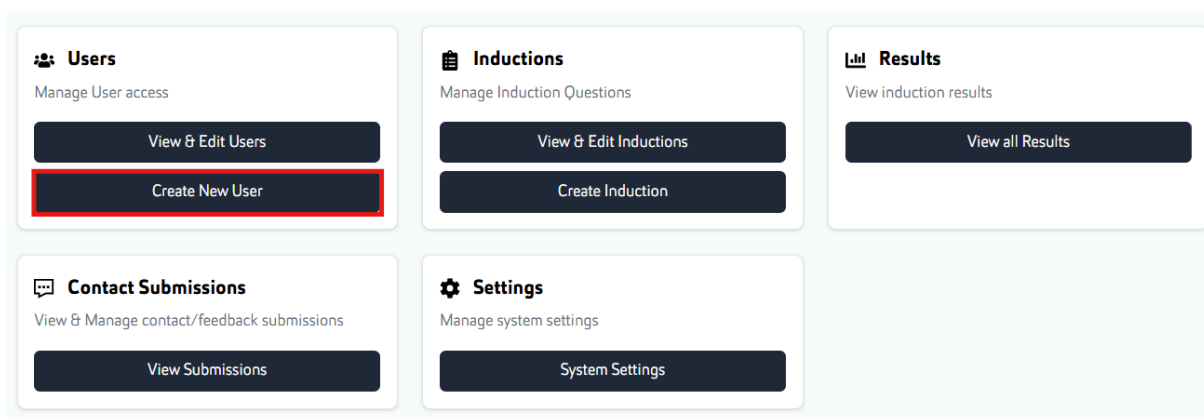
This is a guide on creating a new user's account in the AUT Events Induction Portal.

Manager or Administrator access required

Last updated by Thomas Brears on 06/05/25. V1.0

1. Navigate to the user creation page

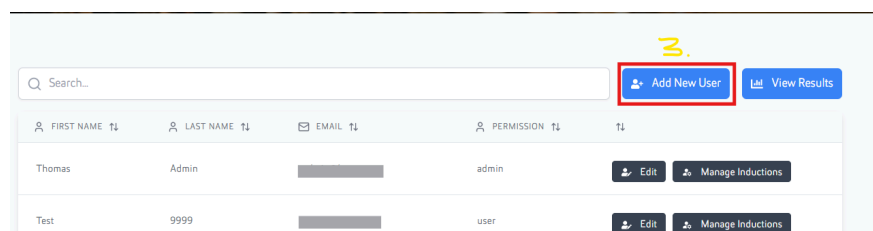
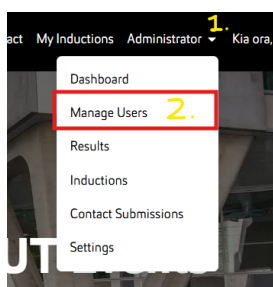
Use the "Create New User" button from the management dashboard on the Users card



OR

Navigate to the manage users page from the navigation dropdown

Then click the blue "Add New User" button from the manage users page



NOTE: For administrators, this dropdown text in the navigation is called Administrator, and for Managers, it is called Manager

You will now be taken to the user creation page

2. Enter the users' details

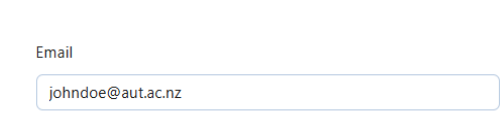
Click on the relevant field, then type in or select the information required for that field

2.1. Full name

Enter the users' full name (First and Last)

A screenshot of a web form showing a text input field labeled "Full Name". The field contains the text "John Doe" and has a small magnifying glass icon on the left side of the input area.

2.2. Email address

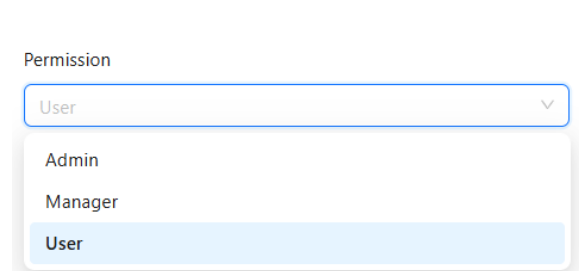
A screenshot of a web form showing a text input field labeled "Email". The field contains the text "johndoe@aut.ac.nz".

Enter the users' email address

This email address must be unique to the user and can only be used with one account at a time.

NOTE: If the email you entered already has an account associated with it, it will inform you of this and not permit you to continue

2.3. Permission

A screenshot of a web form showing a dropdown menu labeled "Permission". The dropdown is open, showing three options: "Admin", "Manager", and "User". The "User" option is highlighted in blue.


Select the permission to be granted to the user from the dropdown

The default selection is User

NOTE: Admin permission is required to create a new admin account; Managers will only see user and manager as available options

2.4. Position

Position (optional)



Select Position

Cafe - BOH

Cafe - FOH

Manager

No Position

Sales

Team Member

Tech


If you wish, please select the users position from the dropdown list

Position is the only optional field

NOTE: If you wish to add, edit or remove a position, this can be done by an administrator in system settings (Check out that guide for more information)

2.5. Department

Department



Select Department

Audio

Cafe

Management

MioTestEditName

Operations

Retail

Select a department from the dropdown selection

NOTE: If you wish to add, edit or remove a department, this can be done by an administrator in system settings (Check out that guide for more information)

2.6. Location(s)

Finally, select one or more locations from the location field.

To remove a selection, click the "x" next to the name in the field

Locations

AUT City Campus × AUT North Campus ×

Select All Clear All

AUT City Campus ✓

AUT North Campus ✓

AUT South Campus

No Location

Other Location

NOTE: If you wish to add, edit or remove a location, this can be done by an administrator in system settings (Check out that guide for more information)

3. Create/save user

Now that you have added information to all required fields, you can save and create the user

Click the blue "Create User" button

User Details

Full Name

John Doe

Email

johndoe@aut.ac.nz

Permission

User

Position (optional)

Sales

Department

Operations

Locations

AUT City Campus × AUT North Campus ×

Create User

You will see a confirmation message confirming the user has been created.

The users will also receive an email confirming their account creation, welcoming them to the induction portal.

You can now create a user; keep up the good work!

