

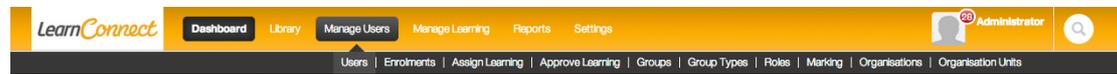


*Learn* **Connect**

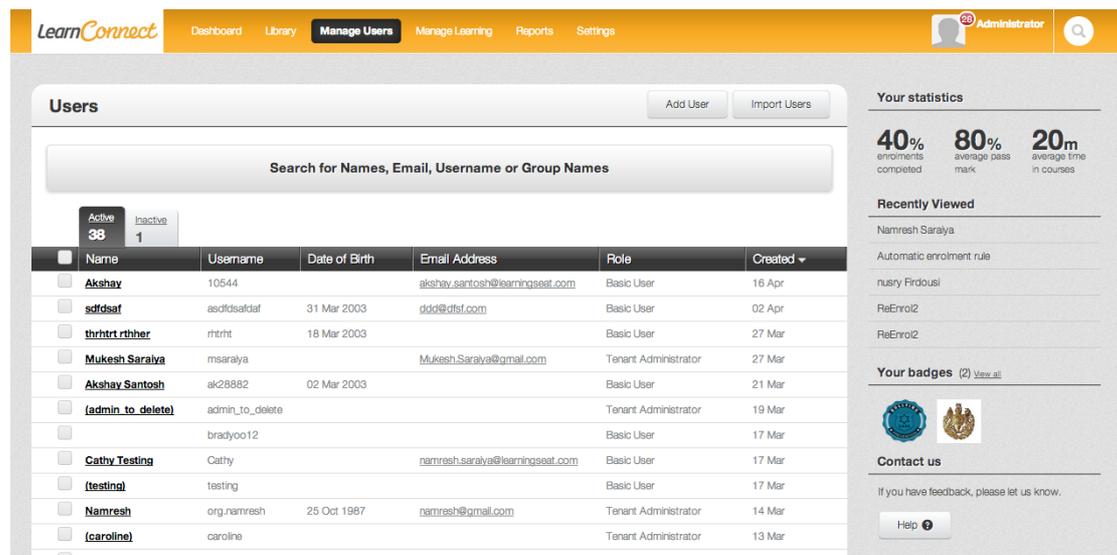
# HOW TO CREATE NEW USERS

Hello and welcome to LearnConnect Help. I'm going to explain how to add new users to your LMS.

Let's begin by selecting the "Users" tab under "Manage Users" in the top menu.



This will take you to the "Manage Users" screen where you can search, add, edit, and bulk import users to your LMS.



**Users** Add User Import Users

Search for Names, Email, Username or Group Names

Active: 38 | Inactive: 1

Name	Username	Date of Birth	Email Address	Role	Created
<input type="checkbox"/> Akshay	10544		akshay.santosh@learningseat.com	Basic User	16 Apr
<input type="checkbox"/> sdfdsaf	sdfdsaf	31 Mar 2003	sdfdsaf@learningseat.com	Basic User	02 Apr
<input type="checkbox"/> thrttrt rthher	rthrt	18 Mar 2003		Basic User	27 Mar
<input type="checkbox"/> Mukesh Saraya	msaraya		Mukesh.Saraya@gmail.com	Tenant Administrator	27 Mar
<input type="checkbox"/> Akshay Santosh	ak28882	02 Mar 2003		Basic User	21 Mar
<input type="checkbox"/> (admin to delete)	admin_to_delete			Tenant Administrator	19 Mar
<input type="checkbox"/>	bradyoo12			Basic User	17 Mar
<input type="checkbox"/> Cathy Testing	Cathy		nammesh.saraya@learningseat.com	Basic User	17 Mar
<input type="checkbox"/> (testing)	testing			Basic User	17 Mar
<input type="checkbox"/> Namresh	org.namresh	25 Oct 1987	nammesh@gmail.com	Tenant Administrator	14 Mar
<input type="checkbox"/> (caroline)	caroline			Tenant Administrator	13 Mar
<input type="checkbox"/> Andrew Tombanks	atombanks		atombanks@learningseat.com	Super Administrator	12 Mar

**Your statistics**

- 40% enrolments completed
- 80% average pass mark
- 20m average time in courses

**Recently Viewed**

- Nammesh Saraya
- Automatic enrolment rule
- nusy Firdousi
- ReEnrol2
- ReEnrol2

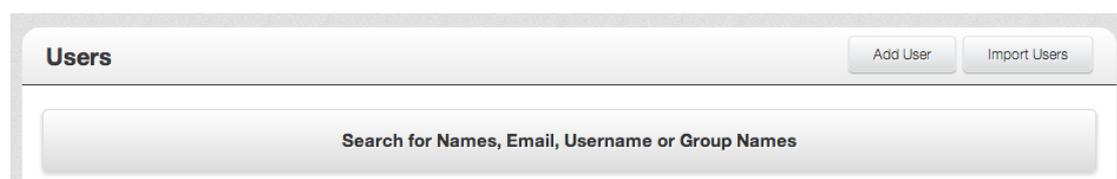
**Your badges (2) View all**

**Contact us**

If you have feedback, please let us know.

[Help](#)

To add users, simply select the "Add User" button on the right hand side of the screen title. You'll see that we're now presented with a list of fields that can be populated to help identify your user. Fields that are marked with an asterisk next to the title are mandatory.



**Users** Add User Import Users

Search for Names, Email, Username or Group Names

Remember, the more fields you populate, the easier it will be for you to find users and run reports.

You'll notice that most of the fields are self-explanatory, and your organisation might have some custom fields that are specific to you.

LearnConnect Dashboard Library **Manage Users** Manage Learning Reports Settings

### New User

User Profile Picture:



Select...

Username \*: 12345

First Name \*: Adam

Last Name \*: Smith

Email: adam.smith@learningseat.com

Date of Birth: dd/mm/yyyy

Gender: Male x ▾

State: VIC

Country: Australia x ▾

Work Phone:

Mobile:

Active:

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#### System

Permission Role: Basic User ▾

Reports To: Demo User (demo\_user) x ▾

> Groups

Send Reset Password to User:

Save User or Cancel

Once you've filled out your users details, you can then select the users "System" details. Typically the "Role" will be a Basic User, and the "Reports To" is their direct manager within the organisation.

When you've completed the users "System" details, you can then place the user into groups. Groups are used to segment your users when either bulk enrolling learning, or for reporting. For example, if you made a group for "Engineers", you could assign the learning "Engineer Induction" to just the Engineers group, and then report on that group to view their completion status - without manually selecting all the users separately in the reporting section.

Click on the link 'Add Group' to bring up a drop down list of available groups created in the system. Make sure you click the (+) sign next to the group to add the user to the group. You can then add multiple group memberships for that user before clicking the 'Save' button.

System

Permission Role: Basic User

Reports To: Demo User (demo\_user)

Groups

Select Group +

Send Reset Password to User:

Save User or Cancel

Once you've added all your desired groups, you can then select the "Save" button, which will take you to the new user's profile.

Groups

Business Unit: Finance

State: VIC

Contractor Company Name: ABC Plumbing +

Send Reset Password to User:

Save User or Cancel

And that's how to add new users to your LMS!