



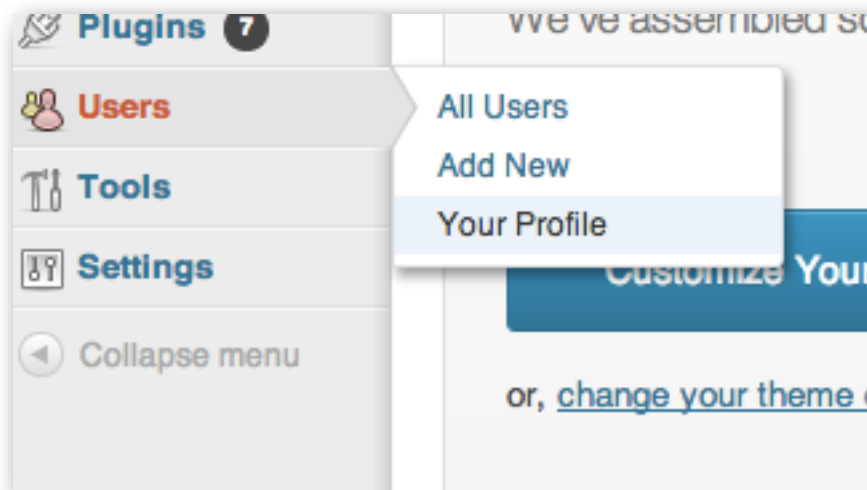
APOGEE  
*design systems*

**Apogee Design Support Center**


**User Manual:** *Manage Users*

# Manage Users

1. Navigate to Users > All Users



2. You will see the following page where you can create new users, manage your users' permissions, and delete users.

 **Users**
[Add New](#)




New user created. [Edit user](#)

**All** (3) | Administrator (1) | Contributor (1) | Subscriber (1)

Search Users

Bulk Actions ▼
Apply

 Change role to... ▼
Change
*3 items*

<input type="checkbox"/>	Username	Name	E-mail	Role	Posts
<input type="checkbox"/>	 <b>admin</b>		sales@apogeedesignsystems.com	Administrator	5
<input type="checkbox"/>	 <b>Example</b>		example@apogeedesignsystems.com	Subscriber	0
<input type="checkbox"/>	 <b>Sample</b>		sample@gmail.com	Contributor	0
<input type="checkbox"/>	Username	Name	E-mail	Role	Posts

Bulk Actions ▼
Apply
*3 items*

3. To create a new user, click 'Add New'. A username, email address, and password are required. All other fields are optional. You may select to automatically notify the new user by email when their account is created.

### Add New User

Create a brand new user and add it to this site.

Username *(required)*

E-mail *(required)*

First Name

Last Name

Website

Password *(required)*

Repeat Password *(required)*

Strength indicator *Hint: The password should be at least seven characters long. To make it stronger, use upper and lower case letters, numbers and symbols like ! " ? \$ % ^ & .*

Send Password?  Send this password to the new user by email.

Role Subscriber

4. You may edit the user role by selecting 'Edit', but you may not change their username.

### Name

Username  *Usernames cannot be changed.*

Role Subscriber

First Name

Last Name

Nickname *(required)*

Display name publicly as Example

### Contact Info

E-mail *(required)*

Website

5. To change a password, simply type your new password into the 'New Password' fields and click 'Update User'. The strength indicator will rate the security of your password.

New Password	<input type="text"/>	<i>If you would like to change the password type a new one. Otherwise leave this blank.</i>
Repeat New Password	<input type="text"/>	<i>Type your new password again.</i>
	Strength indicator	<i>Hint: The password should be at least seven characters long. To make it stronger, use upper and lower case letters, numbers and symbols like ! " ? \$ % ^ &amp; ).</i>
<input type="button" value="Update User"/>		