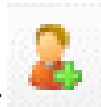
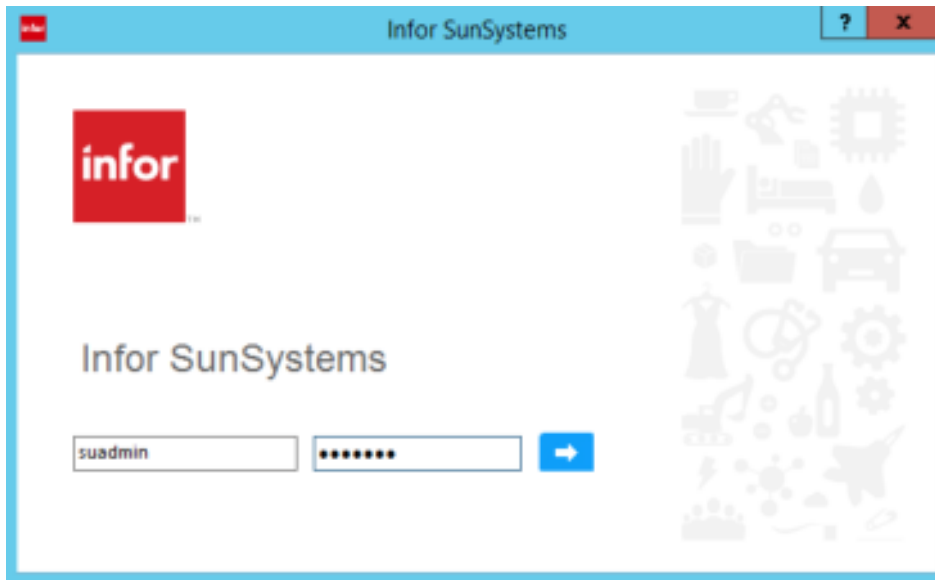


Log in into User Manager



You can create an user using the icon **New User**

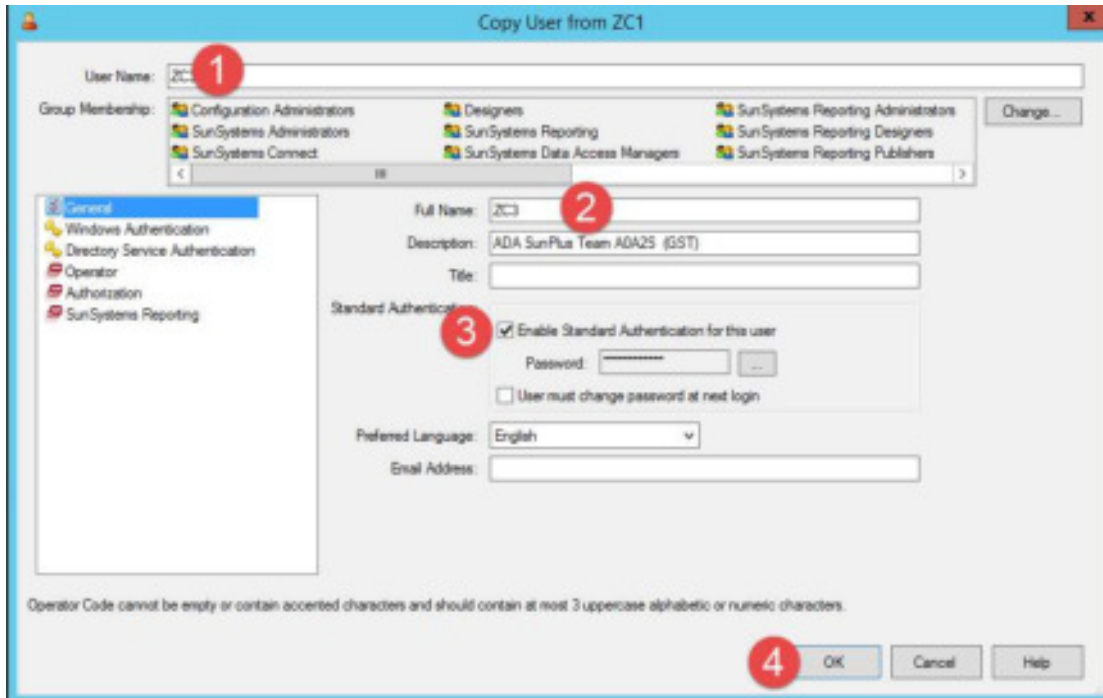


Or you can make a Copy of an existing user, using the option **Copy**

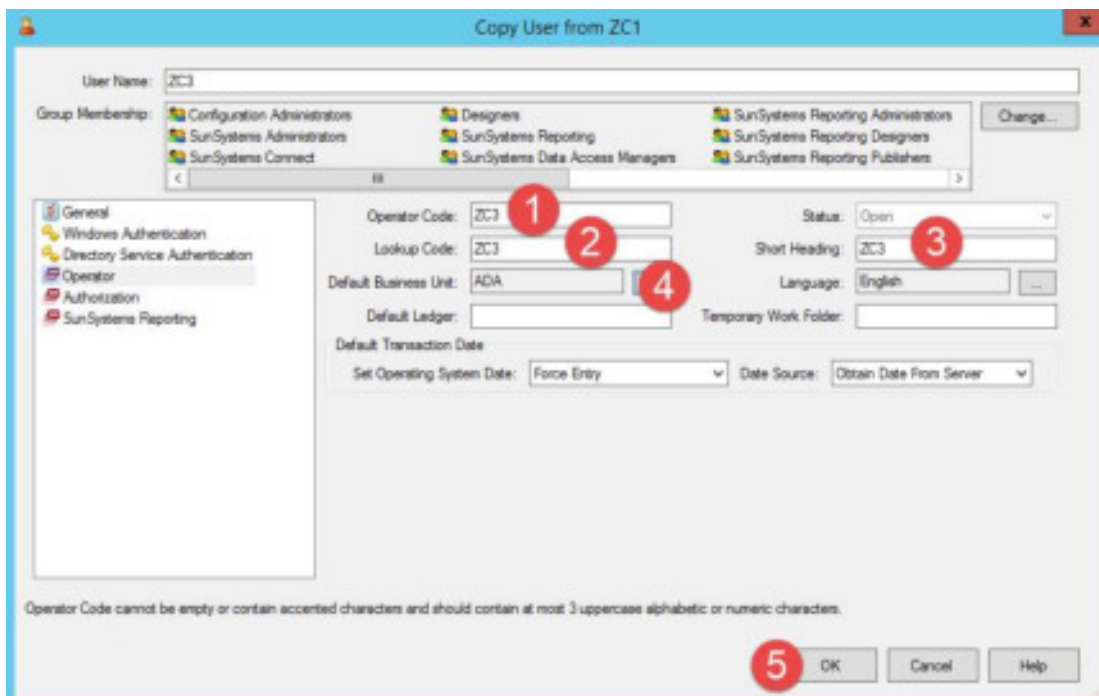
In this case, ee will use the second option **COPY**

Click the user you want to copy, in our case I will copy User **ZC1**, then I will click the Icon **Copy**

In General: We need to provide: **User Name, Full Name, Description** and we need to check the checkbox **“Enable Standard Authentication for user”**

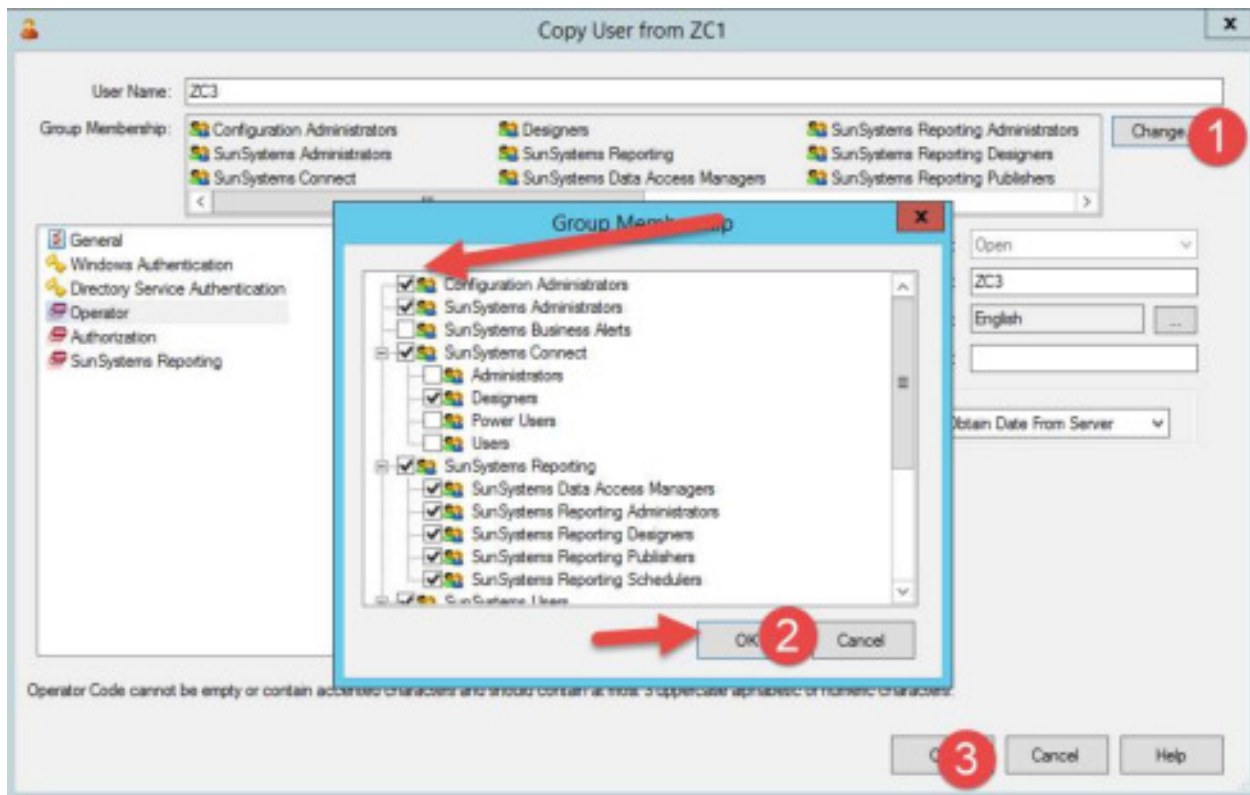


Then go to the option Operator, and complete the 4 options enumerated as below

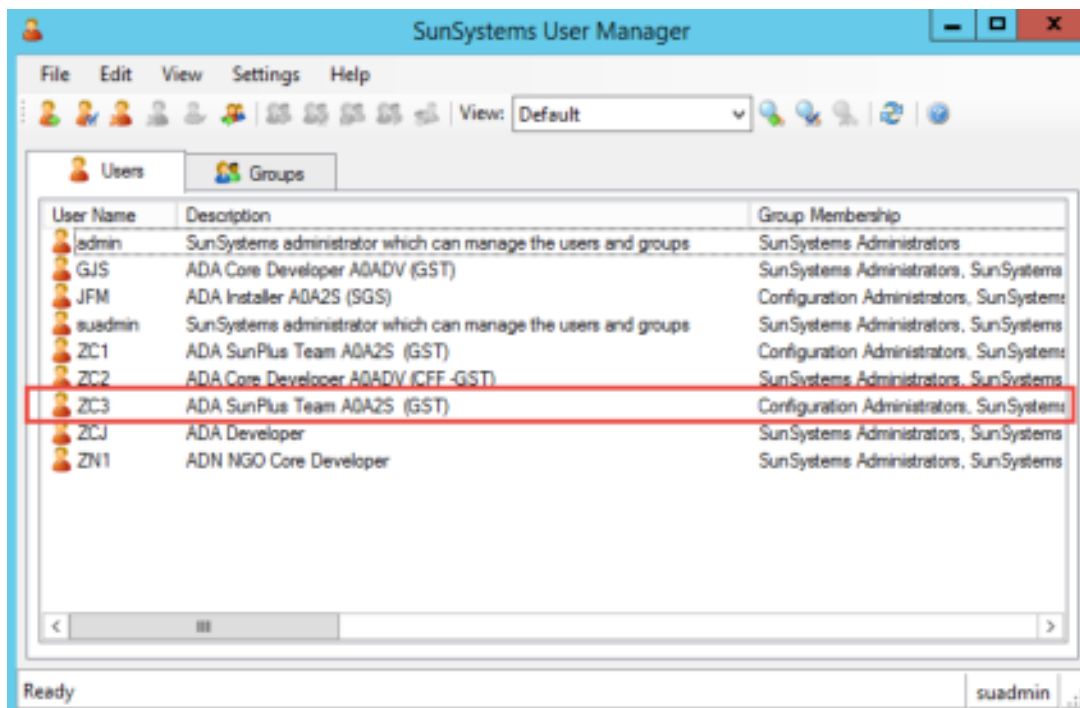


Then click the option **Change** if you need to change the Group Membership of the user.

In this case that we're copying we don't need to change anything, so we will leave it as it is

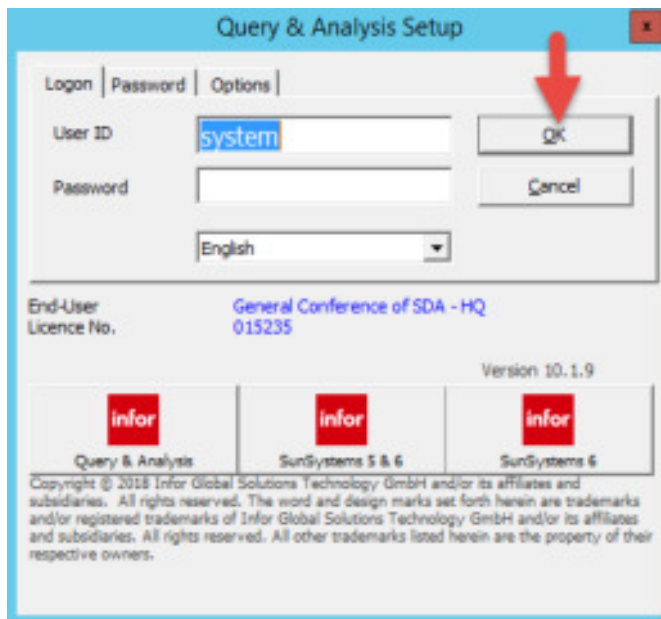
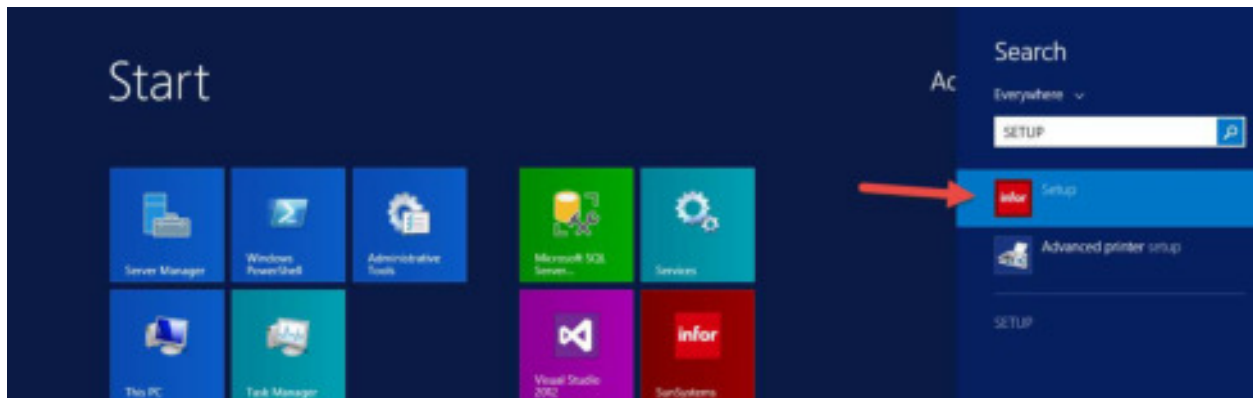


After clicking button "OK" our user will be created

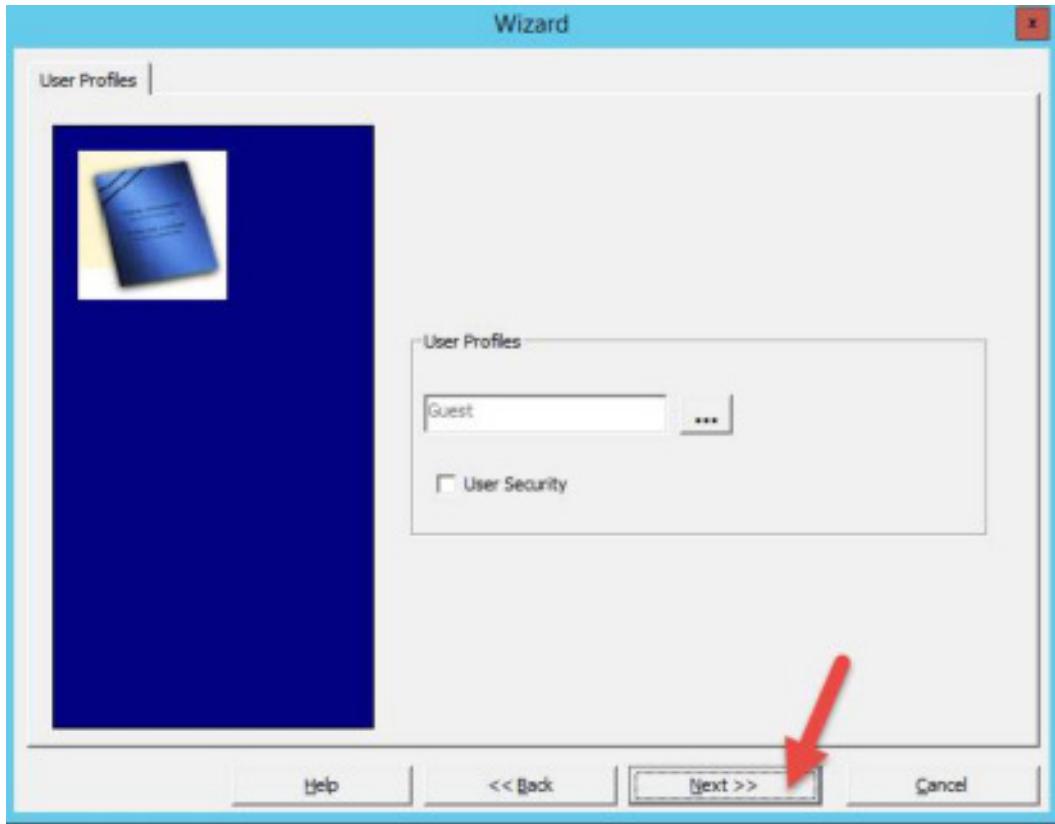
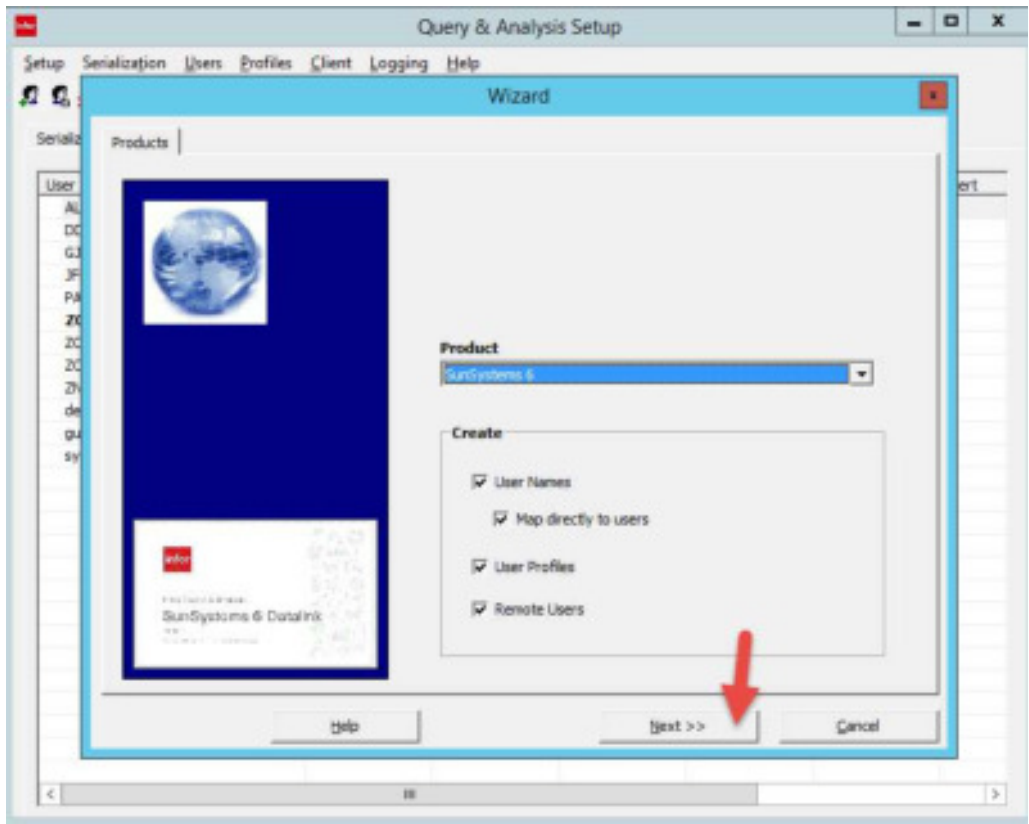


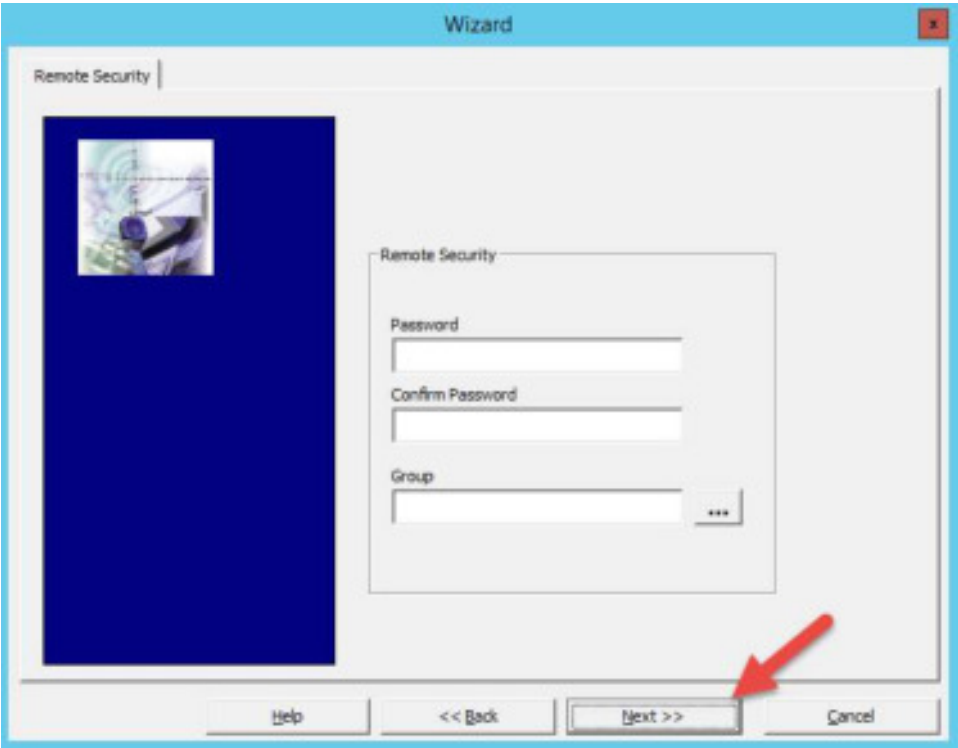
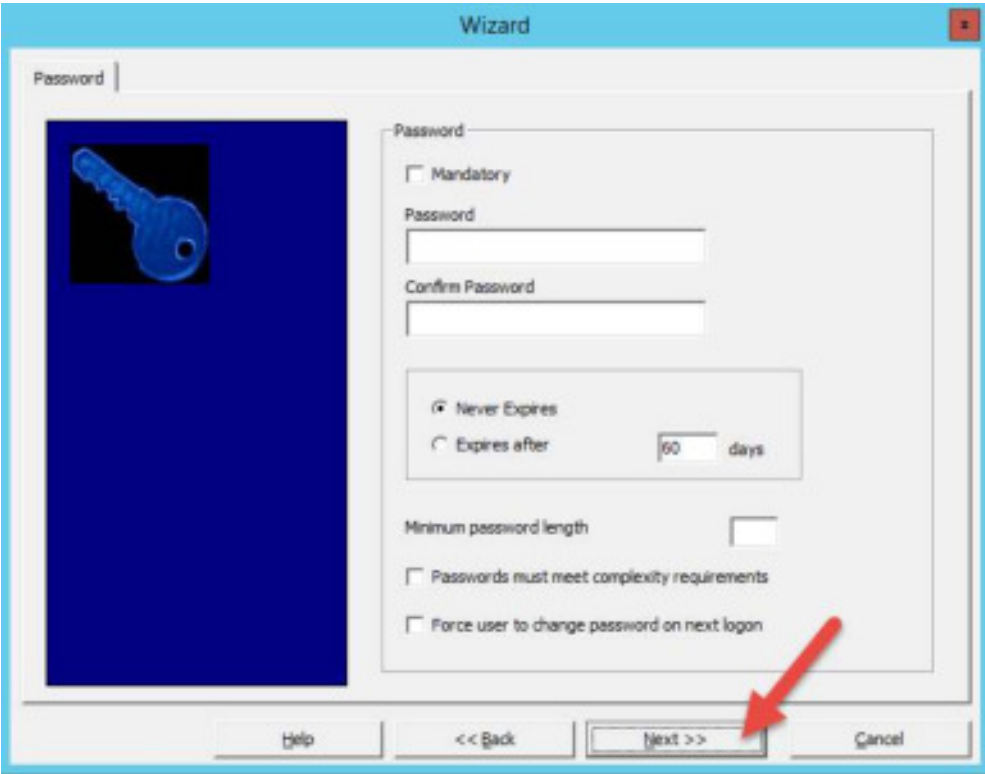
To have this user available in Q&A as well you need to run the User Wizard

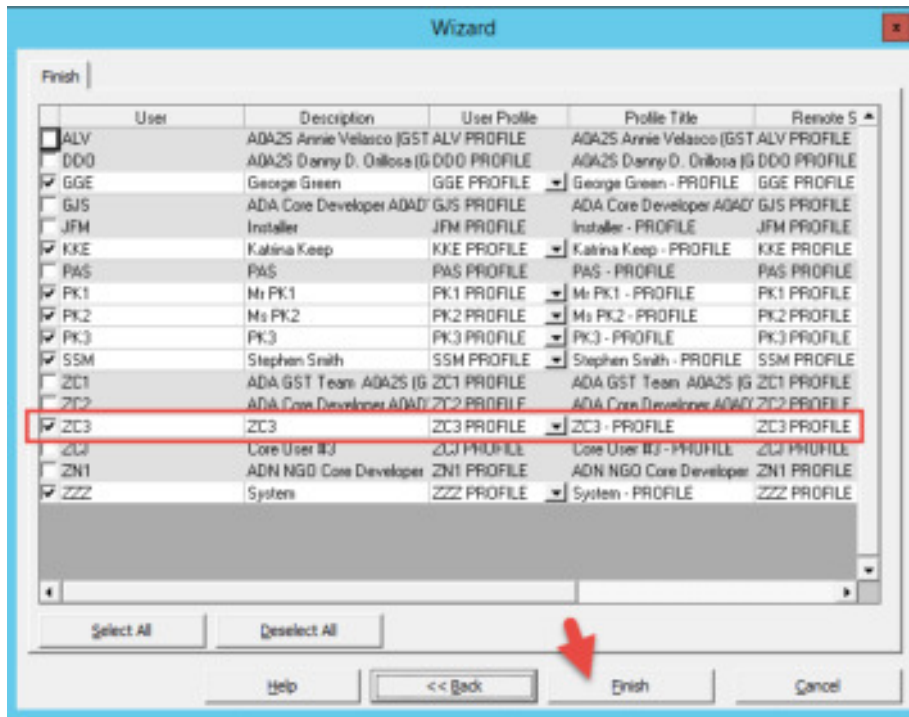
Please go to Windows Start and search for “Setup”



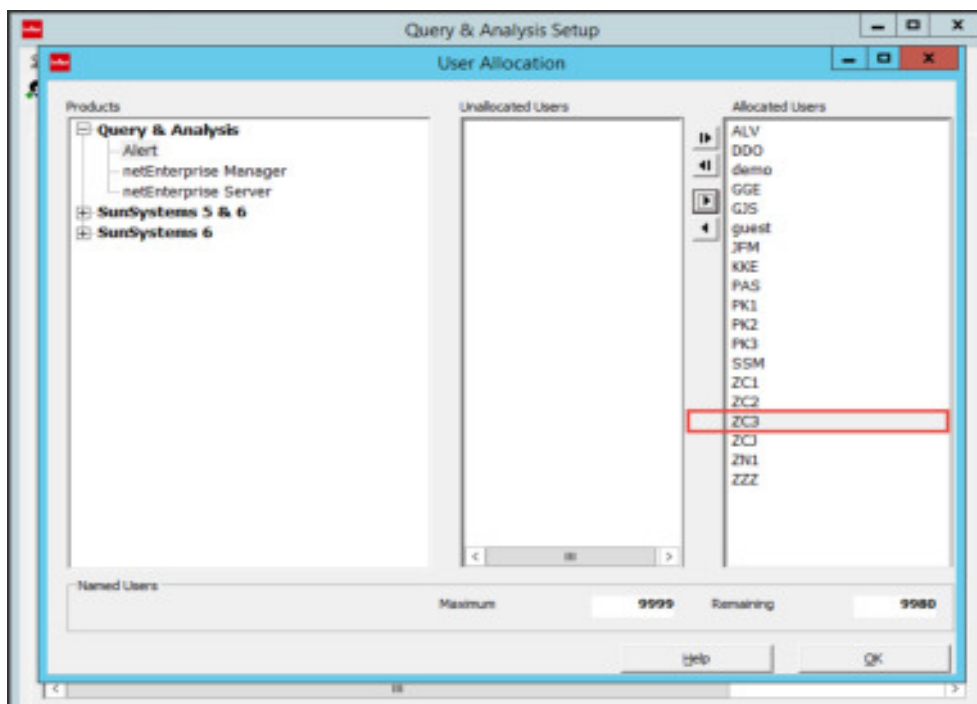
In Menu “Users” Run the **User Wizard**, click Next in every window as below







Then, In the same **Menu "Users"** Go to the option **"User Allocation"** and make sure the user is allocated



The user is ready to be used in Q&A as well