

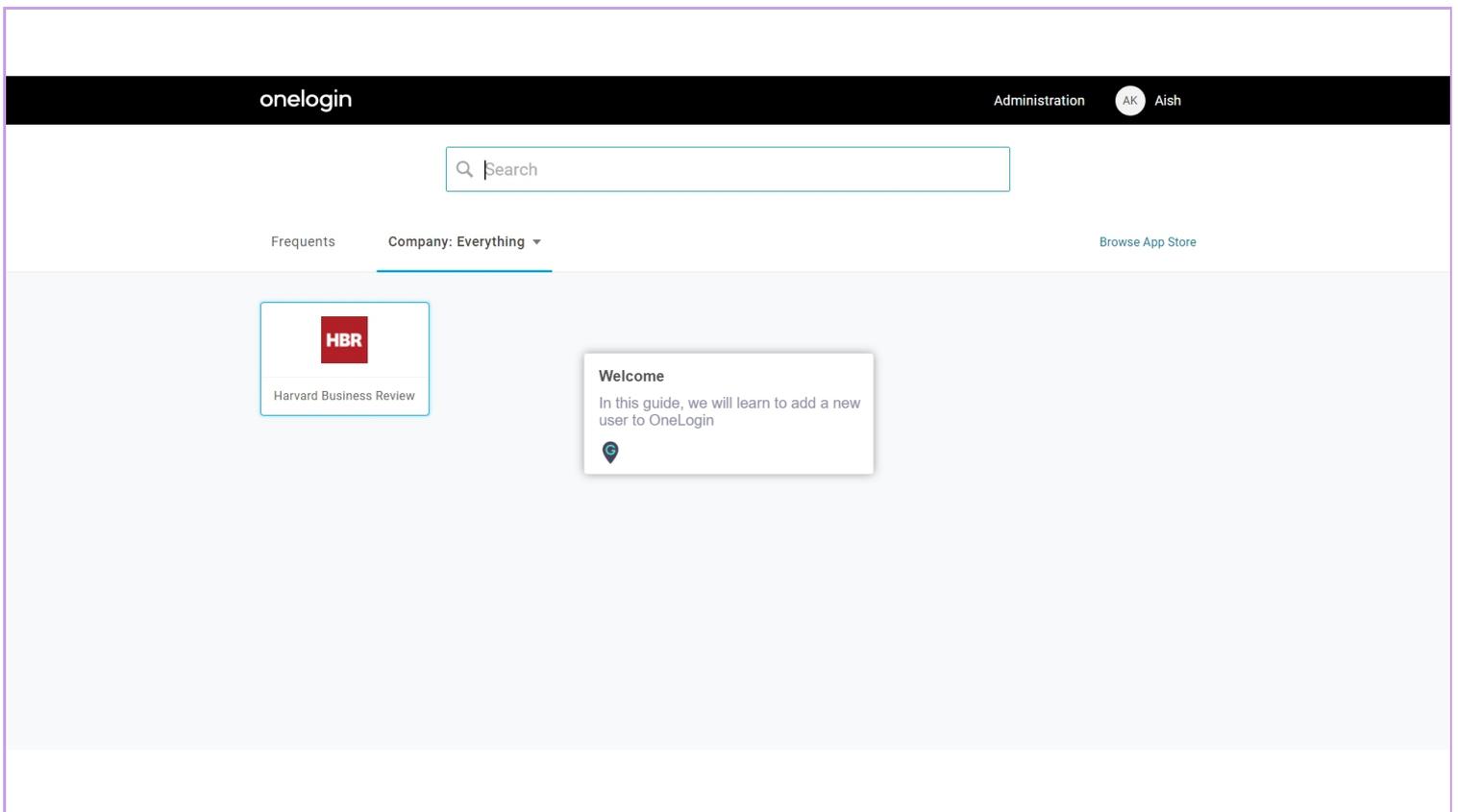


How to add a new user to OneLogin

# Step: 01

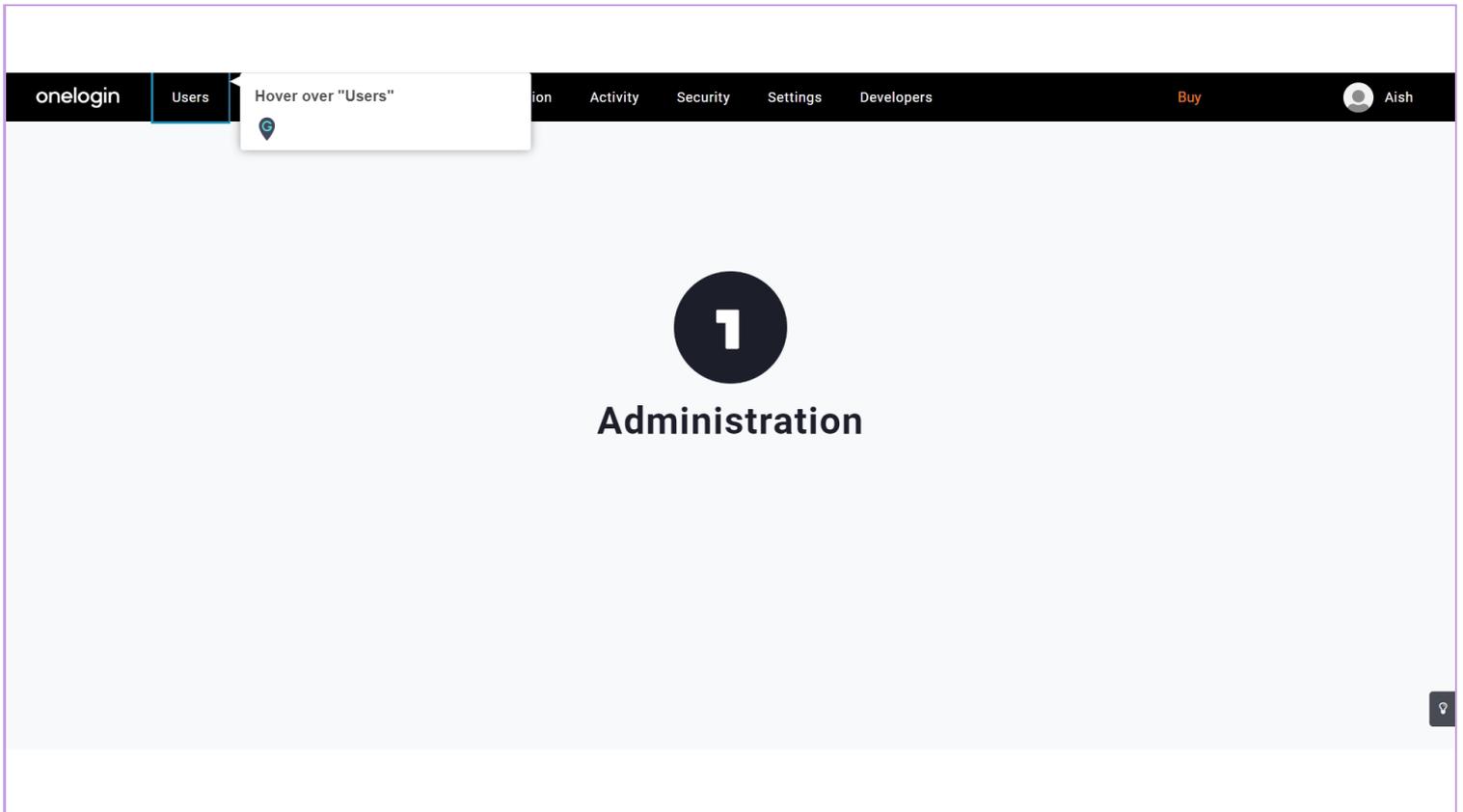
## Welcome

In this guide, we will learn to add a new user to OneLogin



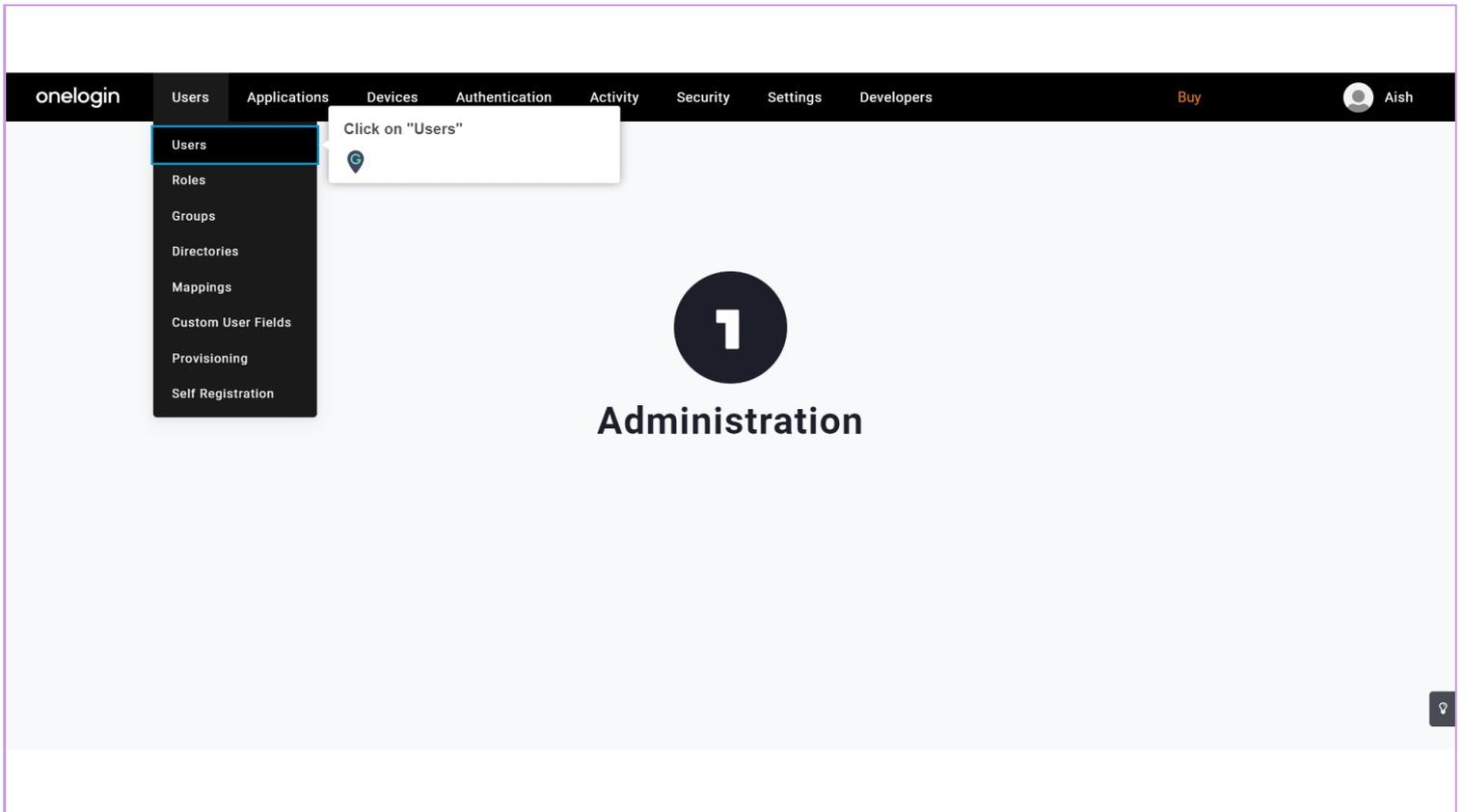
## Step: 02

Hover over "Users"



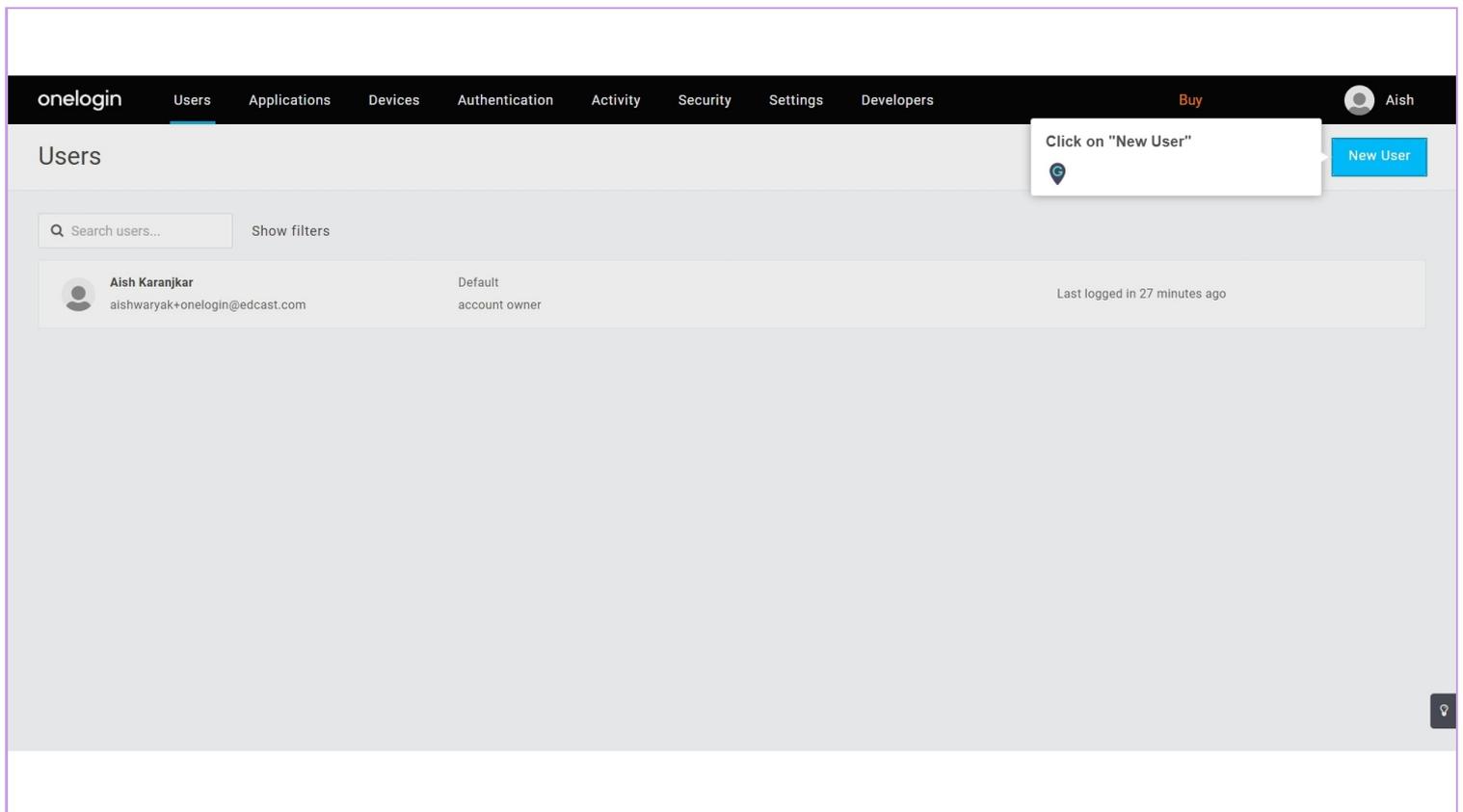
## Step: 03

Click on "Users"



## Step: 04

Click on "New User"



The screenshot shows the OneLogin 'Users' management page. The navigation bar at the top includes 'onelogin', 'Users', 'Applications', 'Devices', 'Authentication', 'Activity', 'Security', 'Settings', 'Developers', and a 'Buy' button. The user profile 'Aish' is visible in the top right corner. The main content area is titled 'Users' and features a search bar with the placeholder 'Search users...' and a 'Show filters' link. Below the search bar, a table lists users. The first user entry is for 'Aish Karanjkar' with the email 'aishwaryak+onelogin@edcast.com', role 'Default account owner', and a note 'Last logged in 27 minutes ago'. A blue 'New User' button is located in the top right corner of the main content area, and a white callout box with a blue location pin icon points to it, containing the text 'Click on "New User"'. A small help icon is visible in the bottom right corner of the main content area.

# Step: 05

## Enter First name

The screenshot shows the OneLogin 'New User' form. The top navigation bar includes 'onelogin', 'Users', 'Applications', 'Devices', 'Authentication', 'Activity', 'Security', 'Settings', 'Developers', 'Buy', and a user profile 'Aish'. The breadcrumb trail is 'Users / New User'. The form is titled 'User Info' and contains the following fields:

- Active:
- First name \*:  (A tooltip 'Enter First name' is displayed over this field)
- Email:
- Username:
- Phone number:
- Manager:
- Company:
- Department:
- Title:

# Step: 06

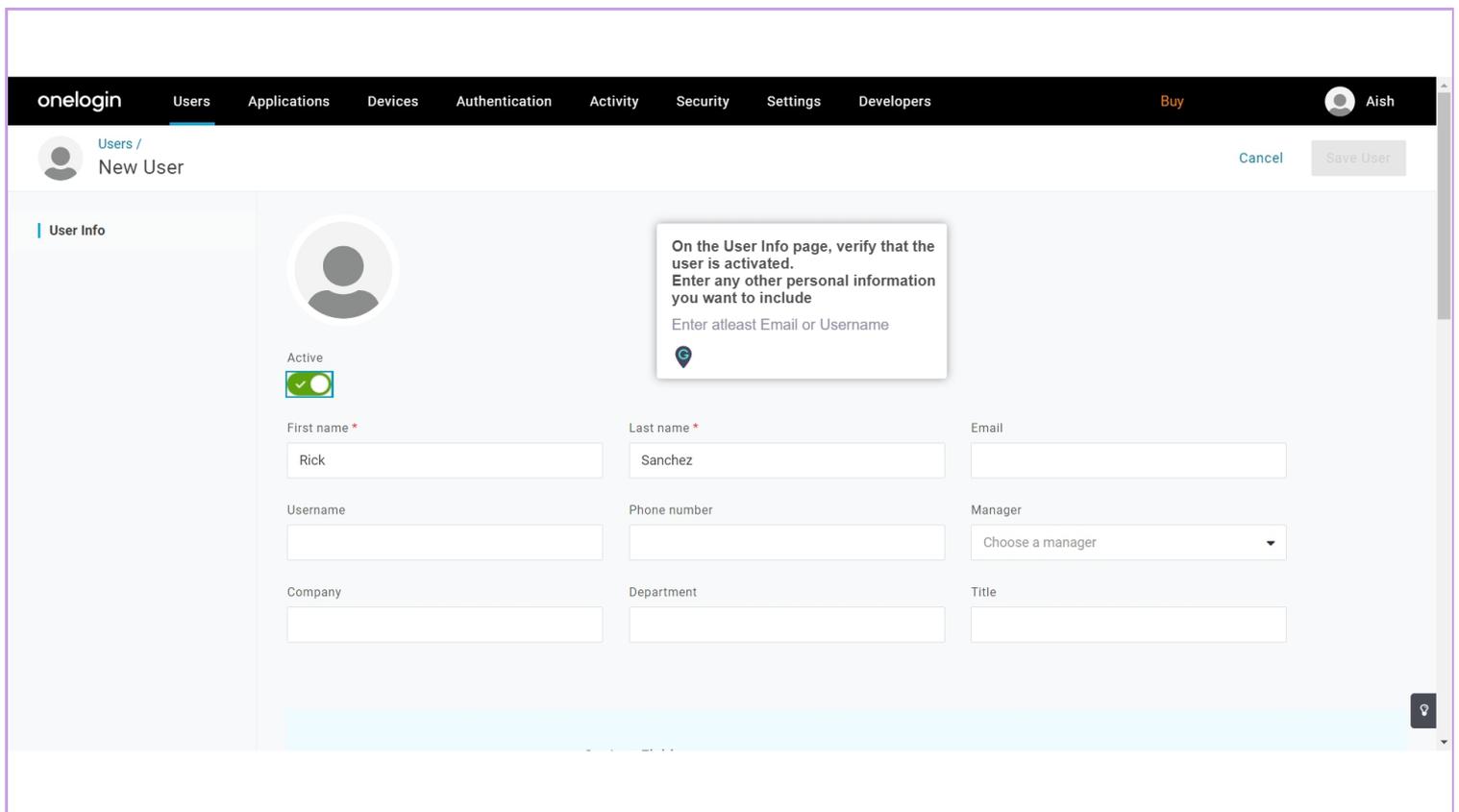
## Enter "Last name"

The screenshot shows the OneLogin 'New User' form. The navigation bar at the top includes 'onelogin', 'Users', 'Applications', 'Devices', 'Authentication', 'Activity', 'Security', 'Settings', 'Developers', 'Buy', and a user profile for 'Aish'. The breadcrumb trail is 'Users / New User'. The form is titled 'User Info' and contains several fields: 'Active' (checked), 'First name \*' (Required), 'Last name \*' (Required), 'Username', 'Phone number', 'Manager' (Choose a manager), 'Company', 'Department', and 'Title'. A tooltip with the text 'Enter "Last name"' and a location pin icon is positioned over the 'Last name' input field.

## Step: 07

On the User Info page, verify that the user is activated.  
Enter any other personal information you want to include

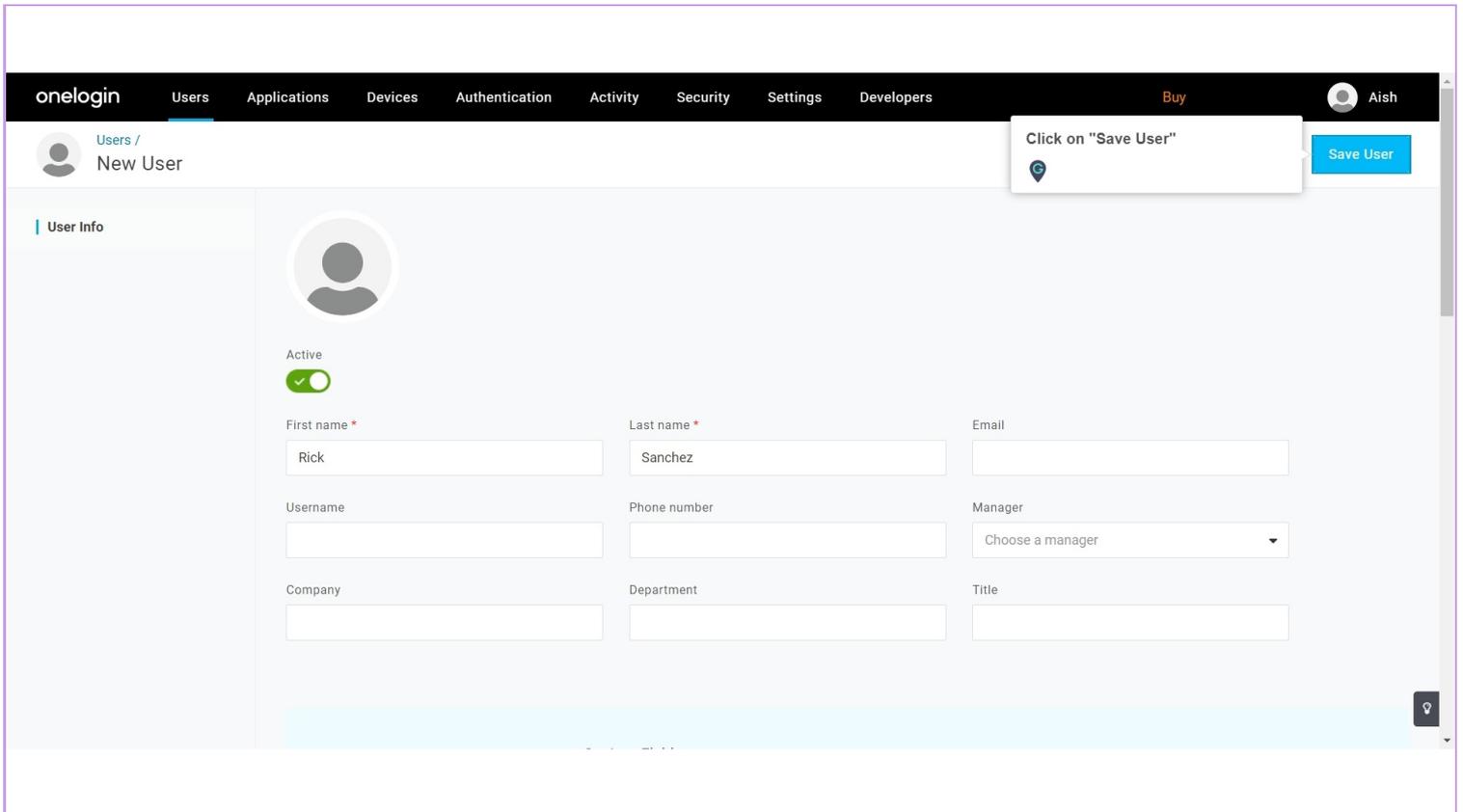
Enter atleast Email or Username



The screenshot shows the OneLogin 'New User' page. The navigation bar includes 'onelogin', 'Users', 'Applications', 'Devices', 'Authentication', 'Activity', 'Security', 'Settings', 'Developers', 'Buy', and a user profile 'Aish'. The breadcrumb is 'Users / New User'. The 'User Info' section is active, showing a profile picture placeholder, an 'Active' checkbox (checked), and several input fields: First name (Rick), Last name (Sanchez), Email, Username, Phone number, Manager (Choose a manager), Company, Department, and Title. A callout box with a location pin icon contains the text: 'On the User Info page, verify that the user is activated. Enter any other personal information you want to include. Enter atleast Email or Username'. The 'Save User' button is disabled.

# Step: 08

Click on "Save User"



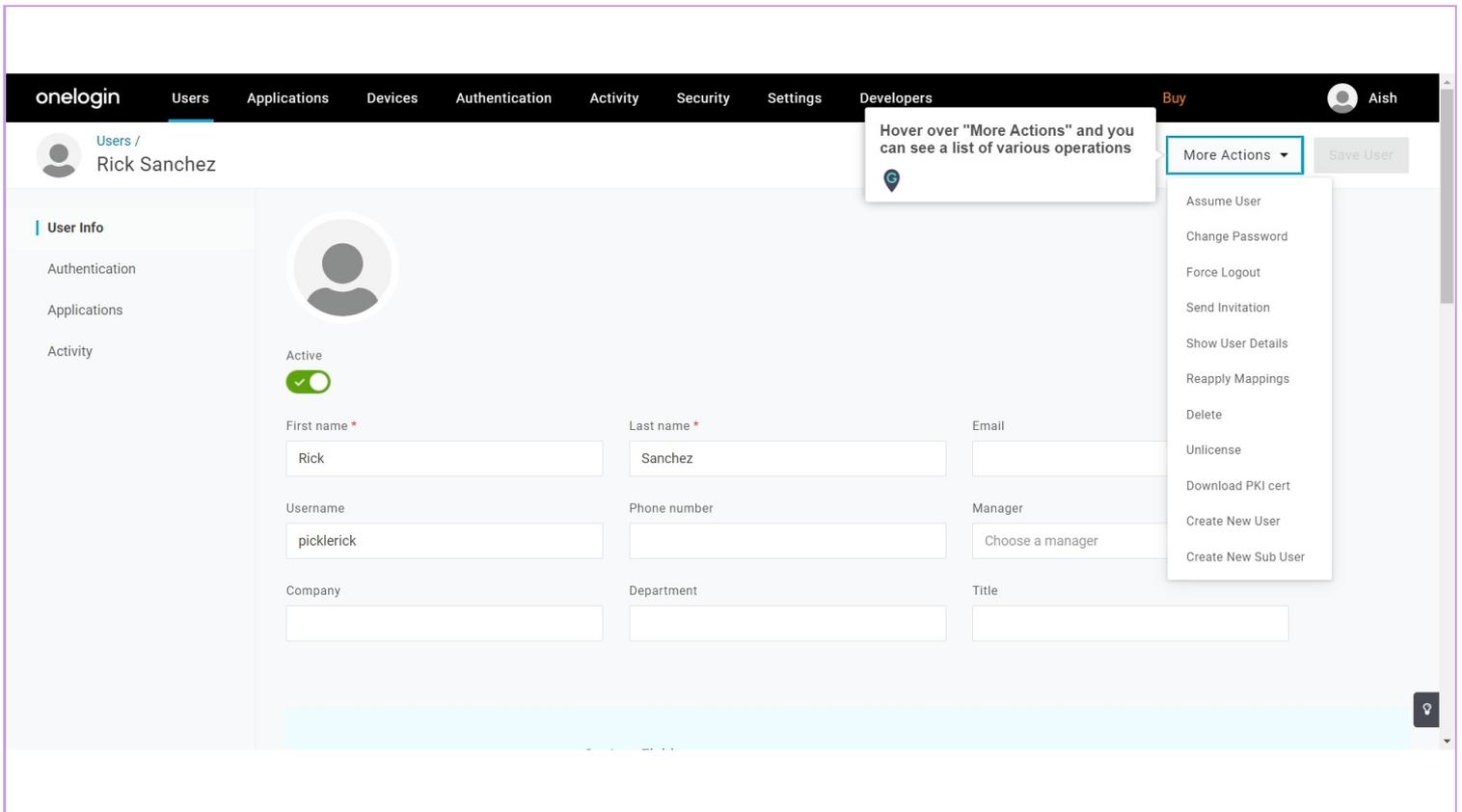
## Step: 09

The User Info tab changes and the Authentication, Applications, and Activity tabs become available

The screenshot displays the OneLogin user management interface. At the top, the navigation bar includes the OneLogin logo and tabs for Users, Applications, Devices, Authentication, Activity, Security, Settings, and Developers. The user profile for Rick Sanchez is shown, with a 'More Actions' dropdown and a 'Save User' button. The left sidebar lists 'User Info', 'Authentication', 'Applications', and 'Activity'. A callout box highlights that the 'User Info' tab is active and that the 'Authentication', 'Applications', and 'Activity' tabs are now available. The main content area shows the 'User Info' form with fields for First name (Rick), Last name (Sanchez), Email, Username (picklerick), Phone number, Manager (Choose a manager), Company, Department, and Title. The 'Active' status is indicated by a green checkmark.

## Step: 10

Hover over "More Actions" and you can see a list of various operations



The screenshot displays the OneLogin user management interface. The top navigation bar includes 'onelogin', 'Users', 'Applications', 'Devices', 'Authentication', 'Activity', 'Security', 'Settings', 'Developers', 'Buy', and a user profile 'Aish'. The main content area shows the user profile for 'Rick Sanchez'. A 'More Actions' dropdown menu is open, listing various operations: Assume User, Change Password, Force Logout, Send Invitation, Show User Details, Reapply Mappings, Delete, Unlicense, Download PKI cert, Create New User, and Create New Sub User. A tooltip above the dropdown reads: 'Hover over "More Actions" and you can see a list of various operations'. The user profile form includes fields for First name (Rick), Last name (Sanchez), Email, Username (picklerick), Phone number, Manager (Choose a manager), Company, Department, and Title. The 'Active' status is shown as a green toggle switch.

# Thank You!

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