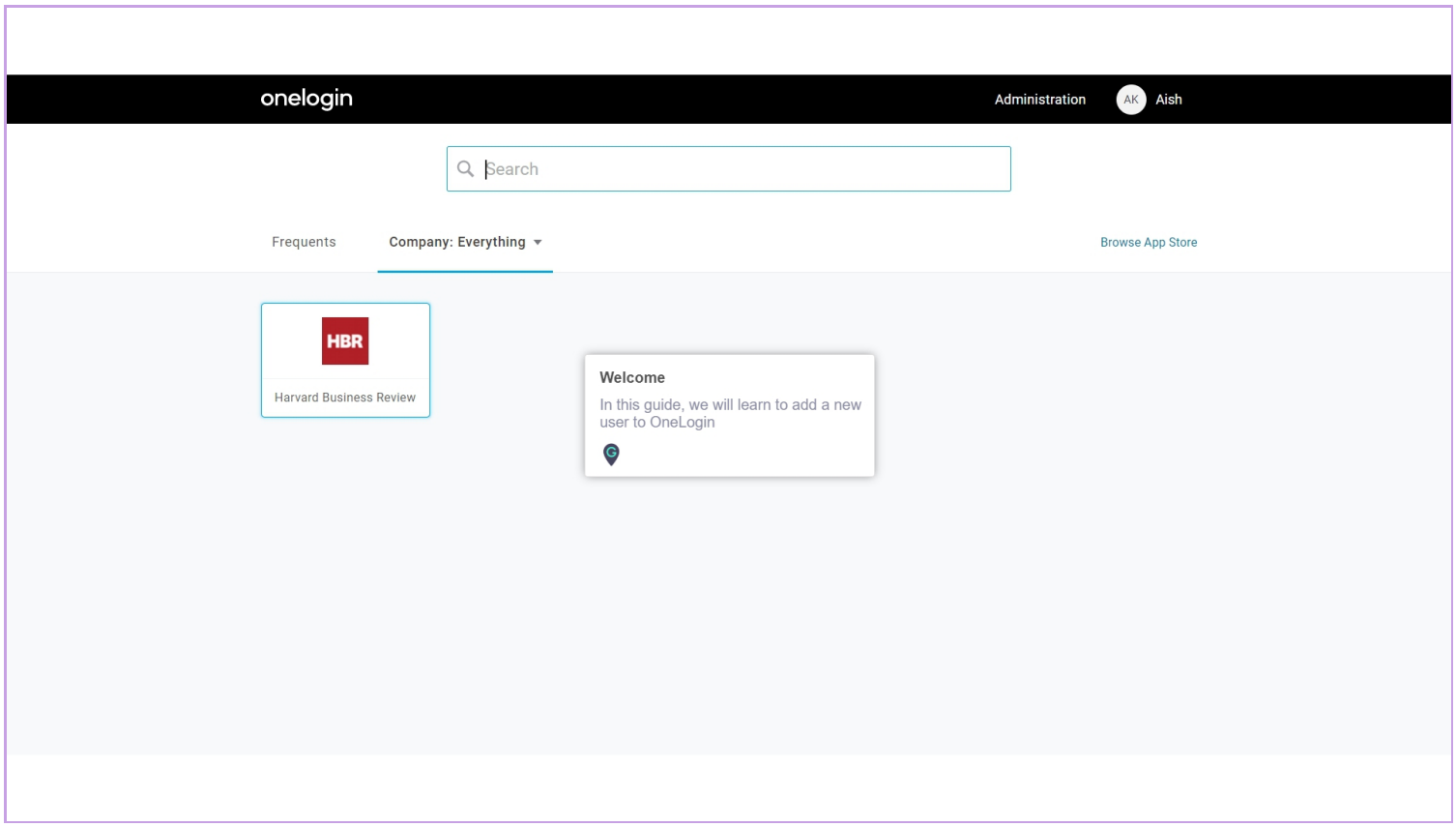
How to add a new user to OneLogin

Step: 01

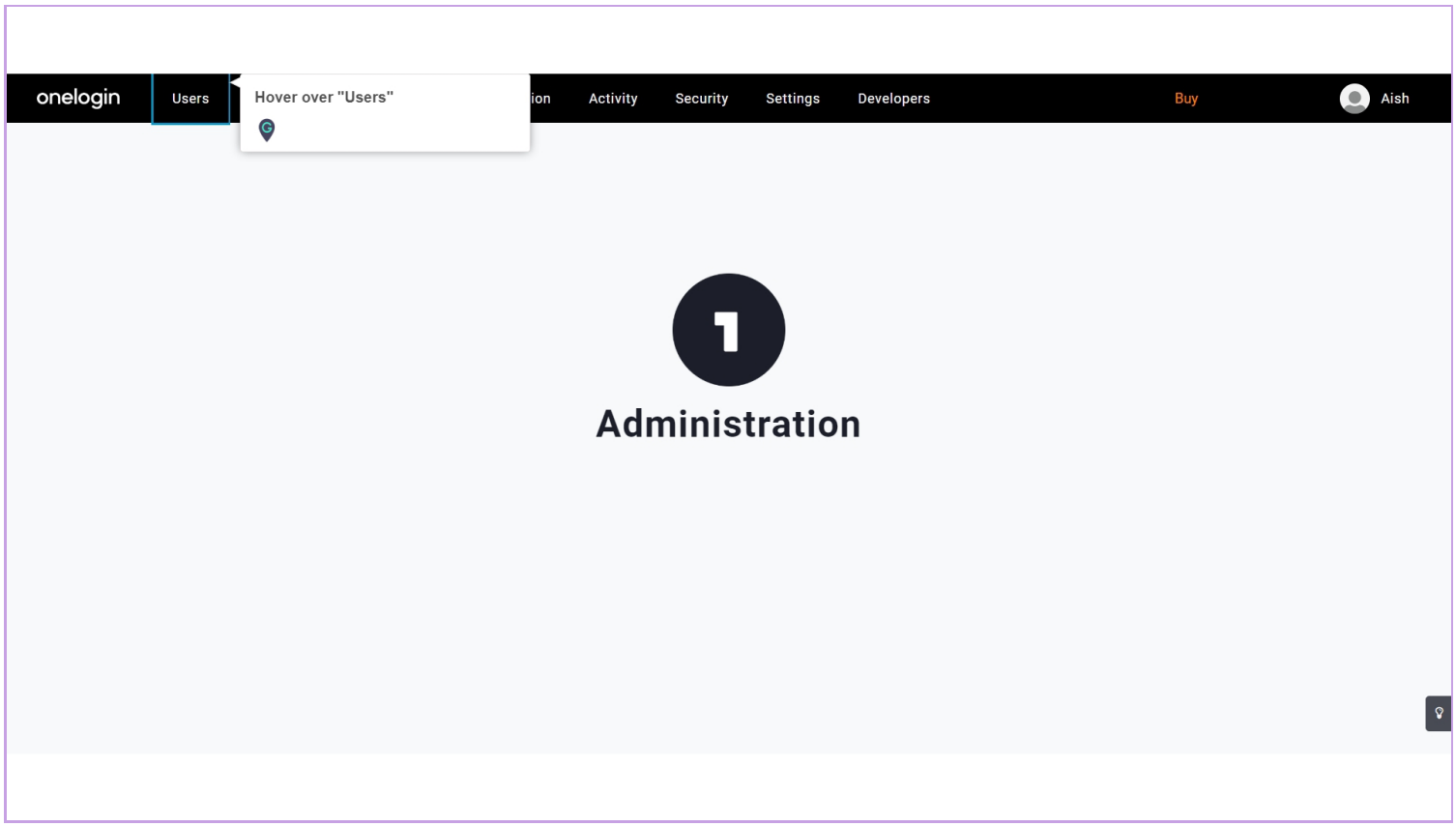
Welcome

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



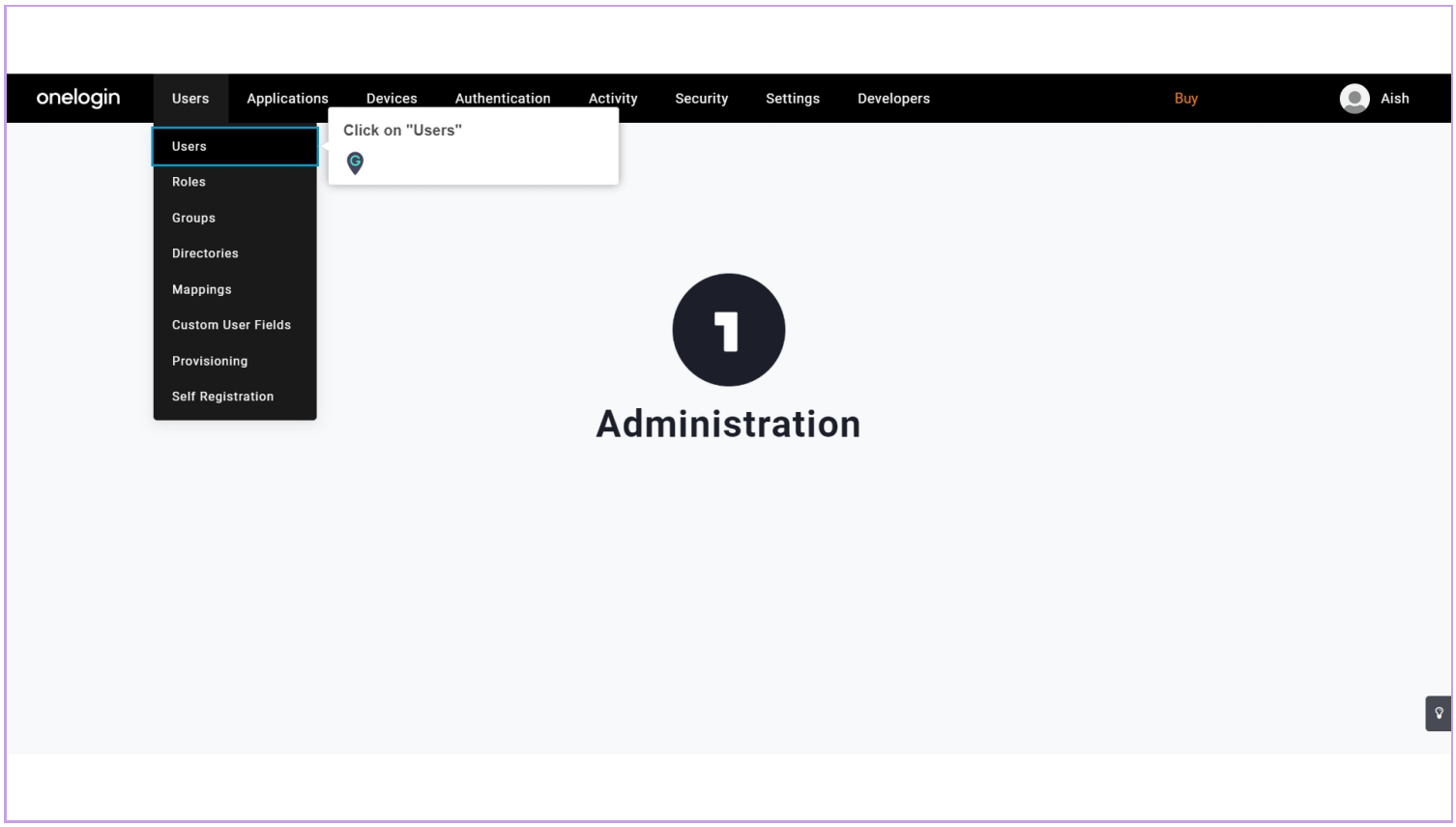
Step: 02

Hover over "Users"



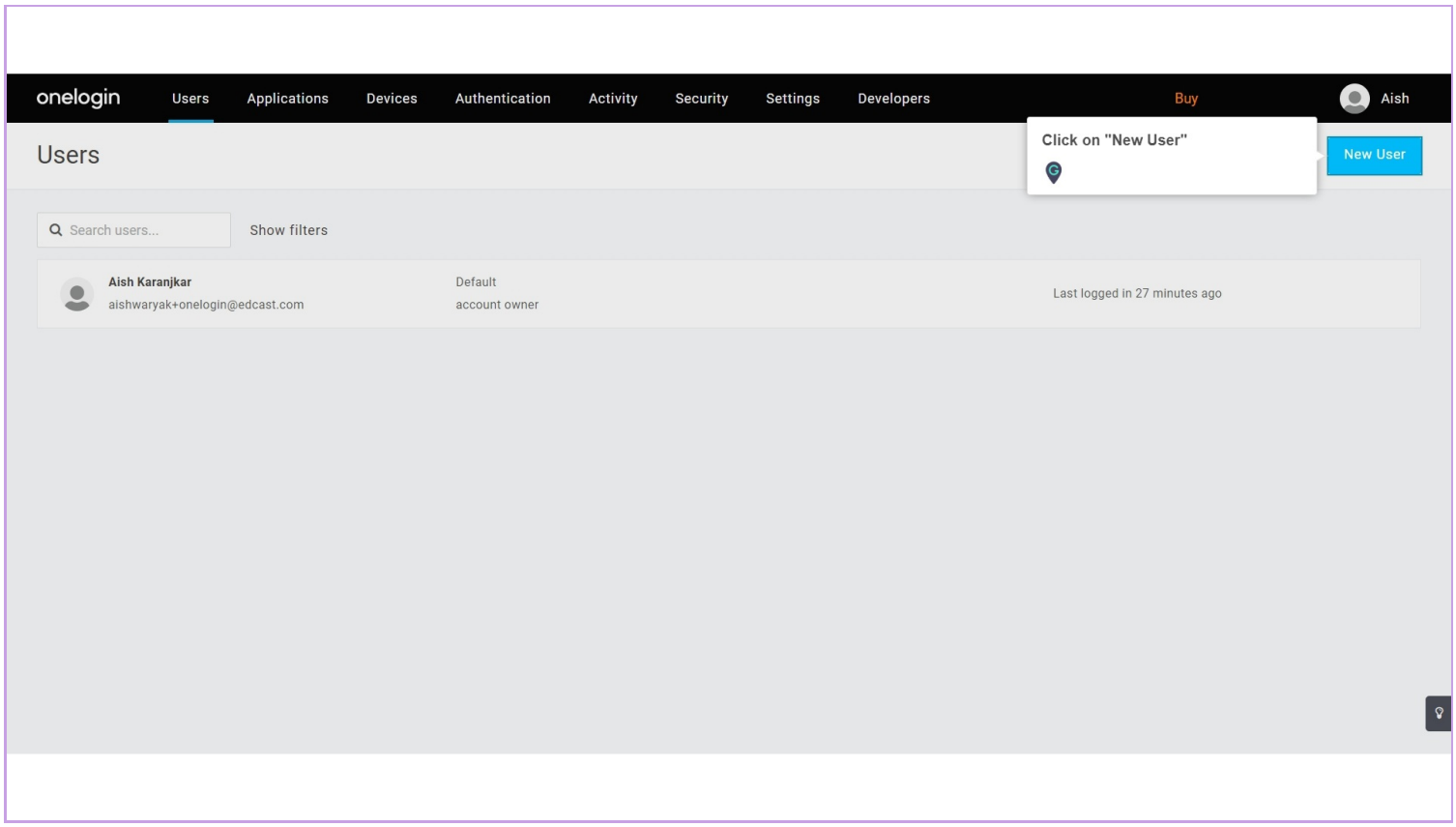
Step: 03

Click on "Users"



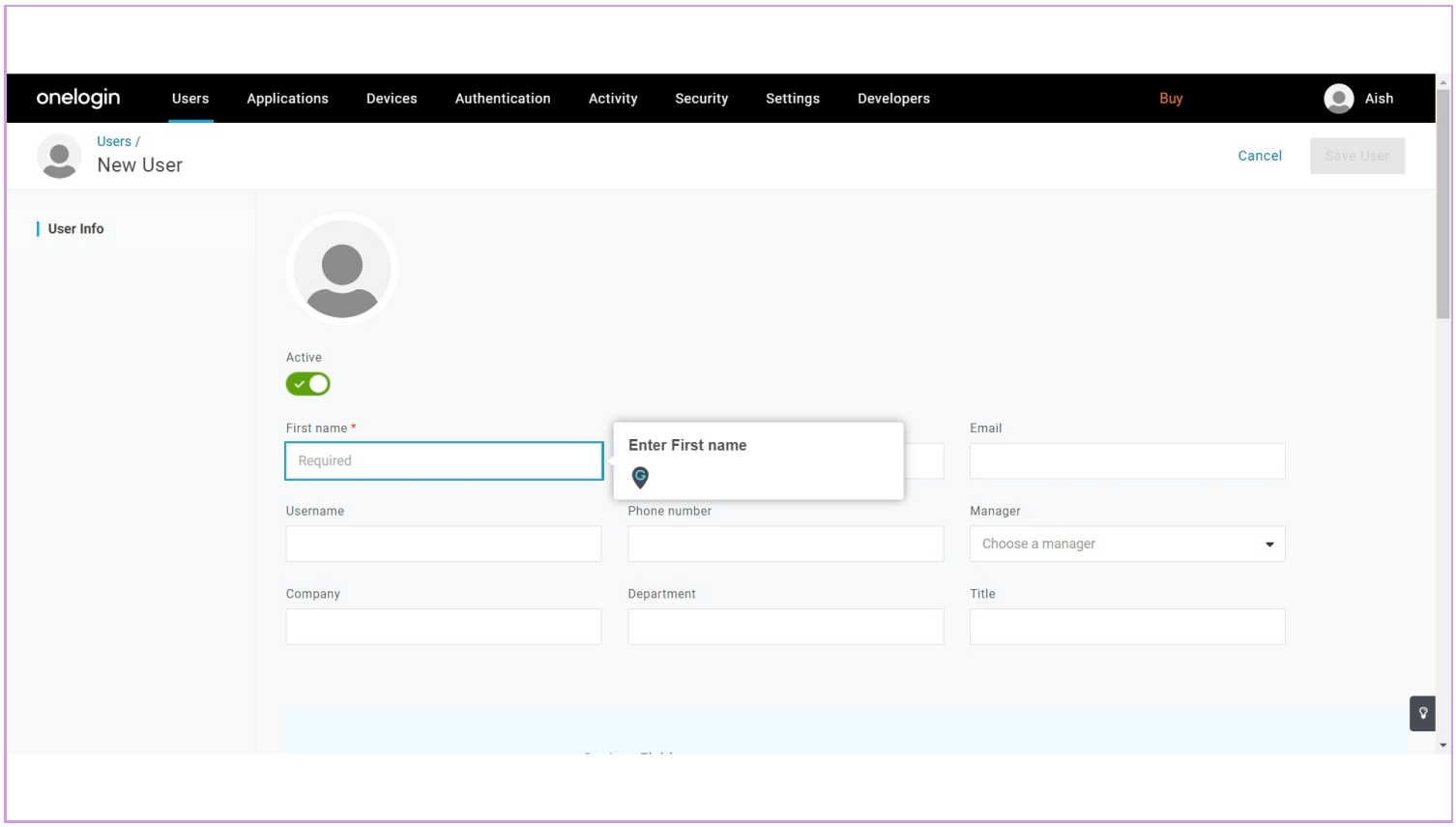
Step: 04

Click on "New User"



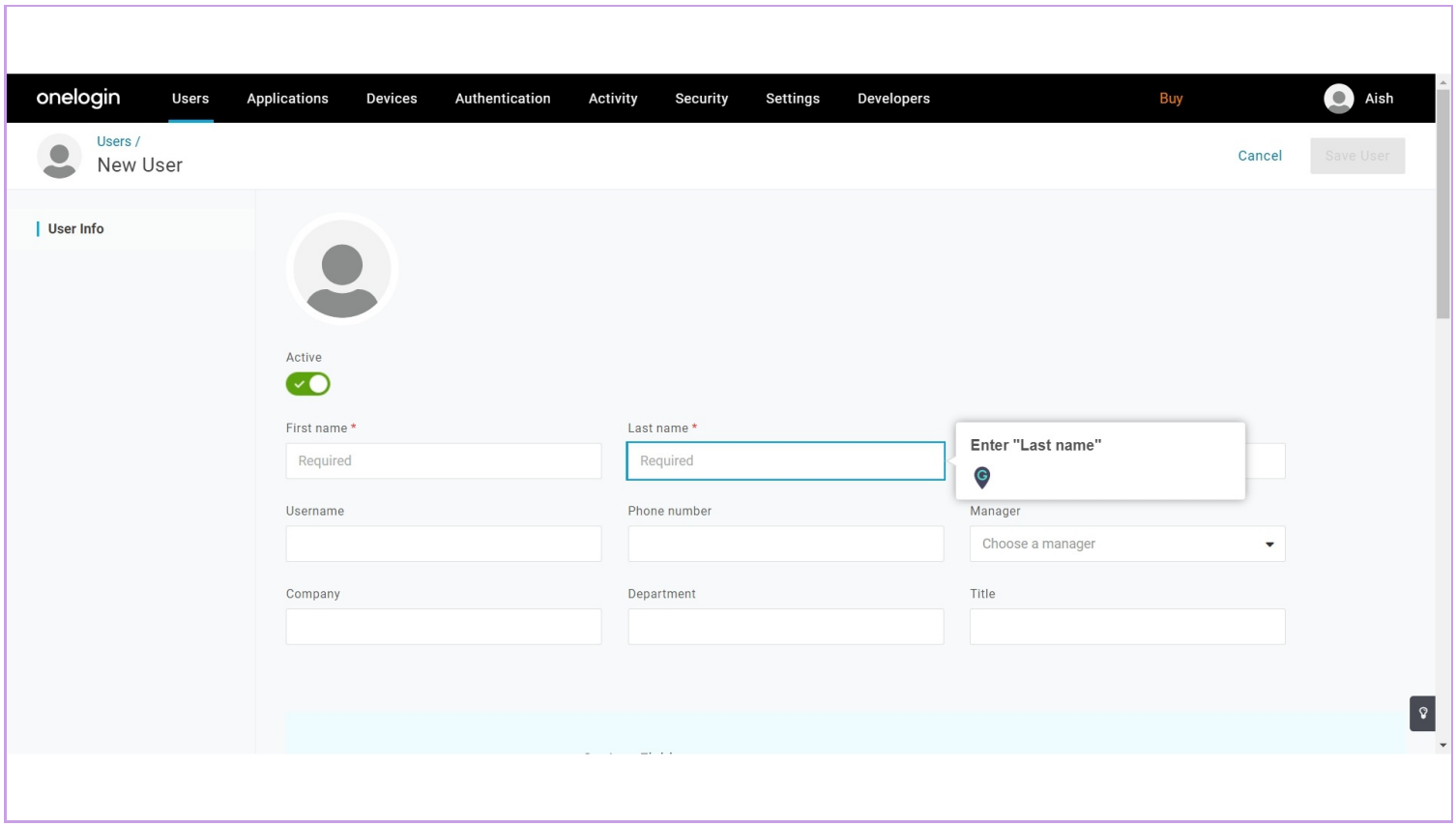
Step: 05

Enter First name



Step: 06

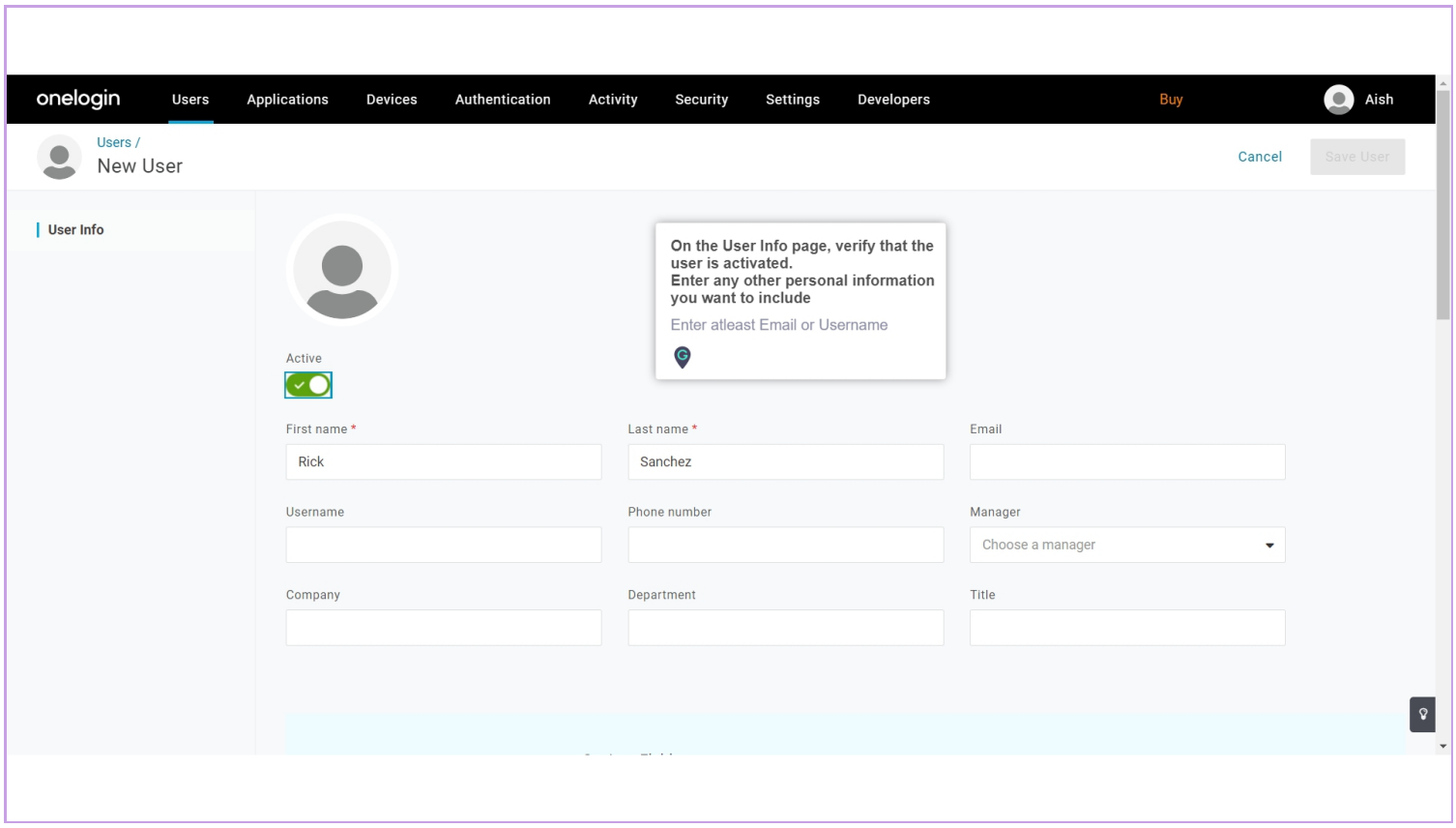
Enter "Last name"



Step: 07

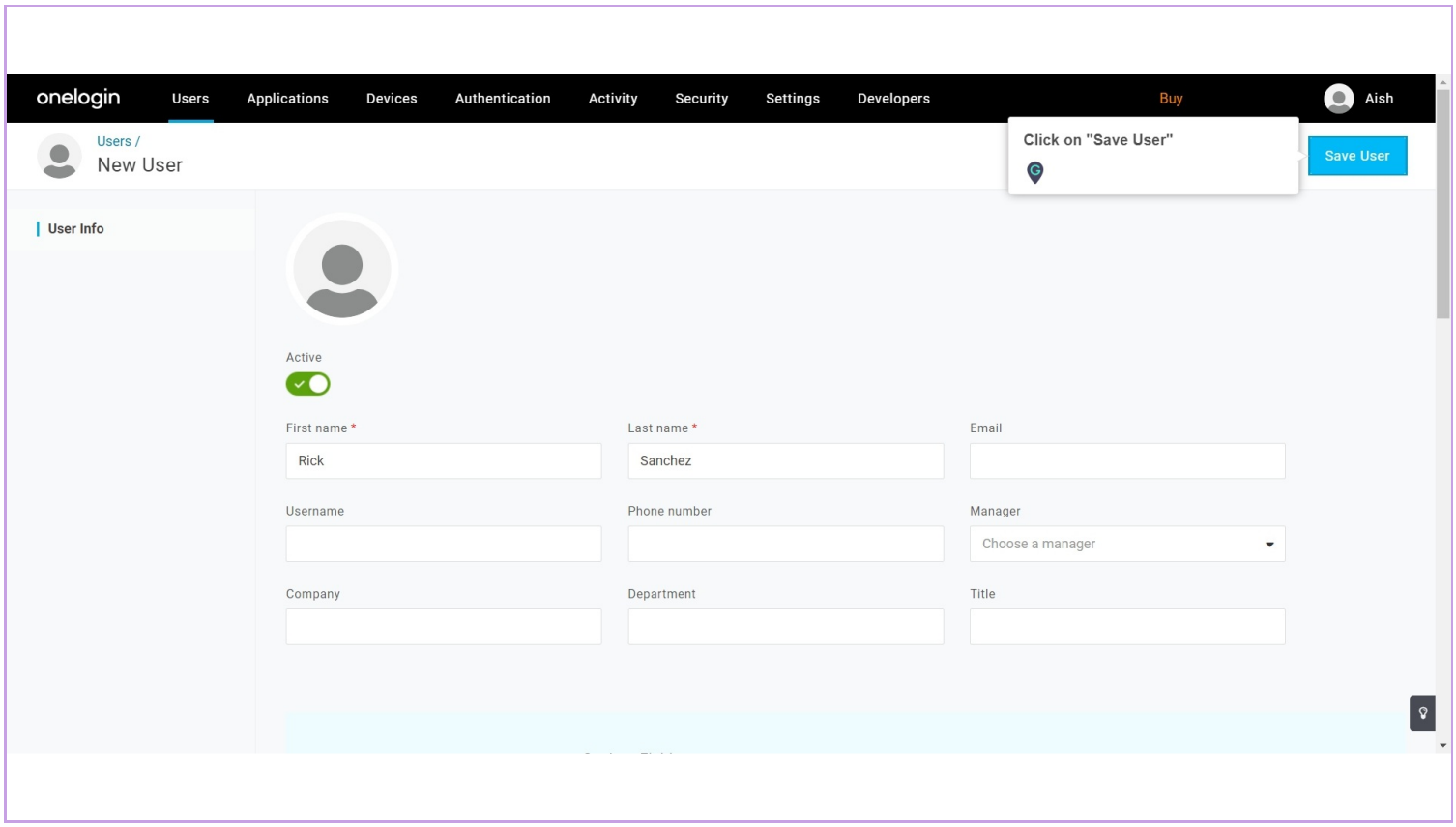
On the User Info page, verify that the user is activated.
Enter any other personal information you want to include

Enter atleast Email or Username



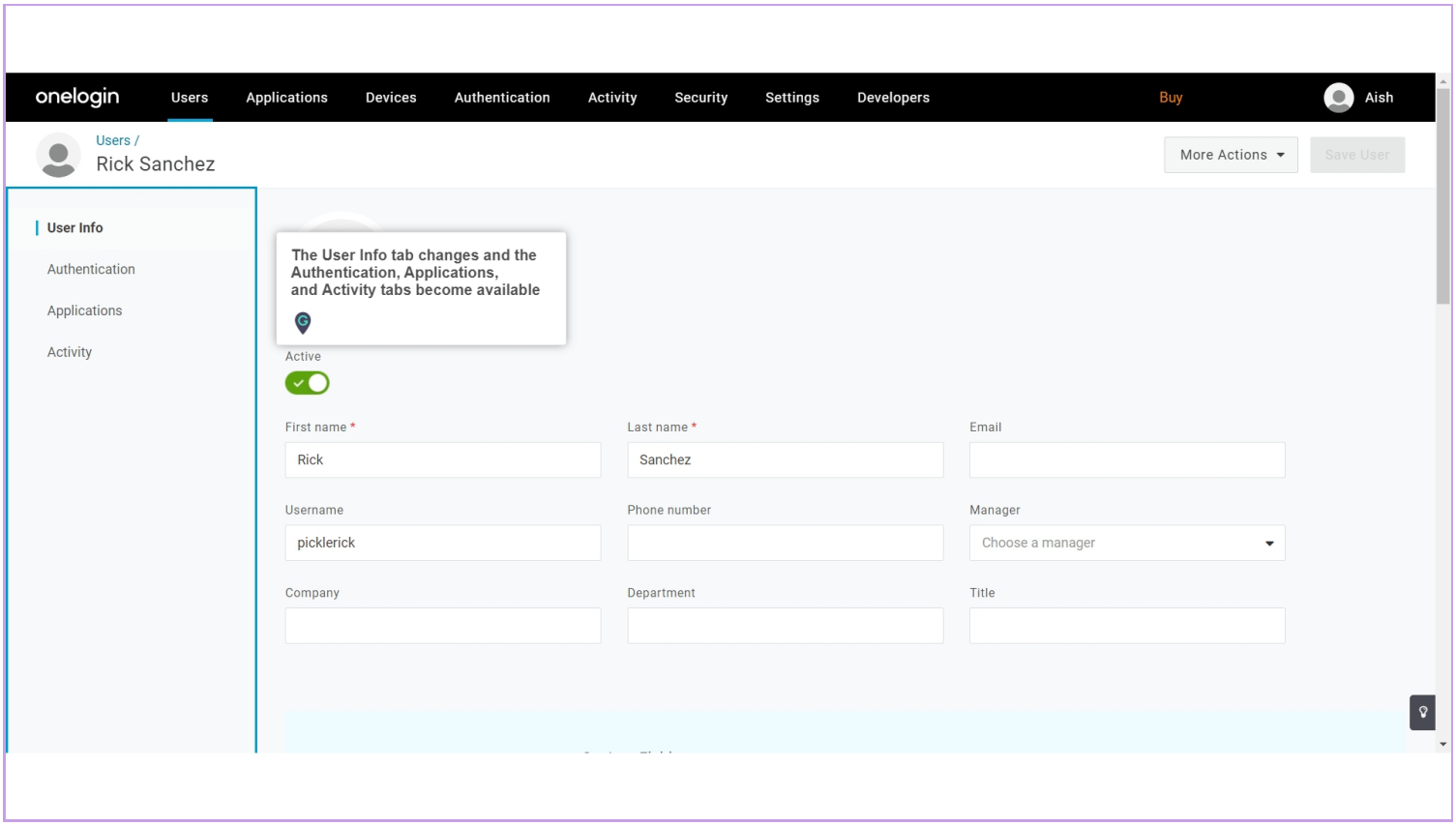
Step: 08

Click on "Save User"



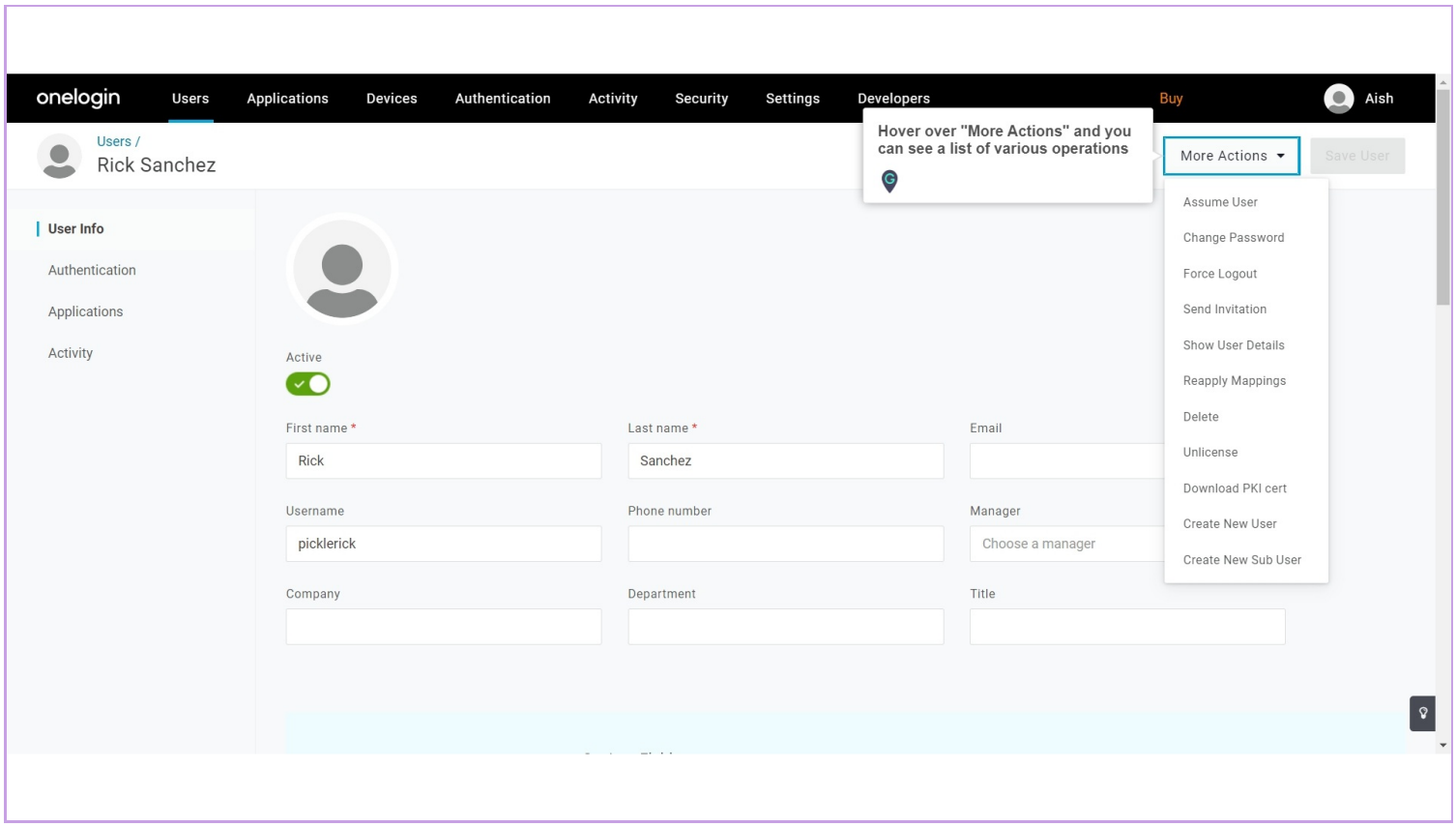
Step: 09

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



Step: 10

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



Thank You!

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