

Creating User Accounts

Creating new user accounts is the Learning Nexus LMS is very easy:

1) From the Main Menu, click on the Administration option:

	Course Catalogue 📔 🥕 Learning Tools	Reports & C	Certificates 📥	Use
	Administration	Search the cou	rse catalogue	
Ma	ain Menu			
fror	ICOME DACK MARZIA. Please select from the list of not the menu shown above.	your recently used co	ourses shown below	or ch
	Recently Used Courses			
	Course		Last Used	Sta
	Course Introduction to Risk Assessment v2		Last Used 19/07/2012	Sta
	Course Introduction to Risk Assessment v2 Basic bread baking		Last Used 19/07/2012 27/06/2012	Sta
	Course Introduction to Risk Assessment v2 Basic bread baking An Overview of the Data Protection Act 1998 v8	(Non-Audio)	Last Used 19/07/2012 27/06/2012 24/05/2012	Sti
	Course Introduction to Risk Assessment v2 Basic bread baking An Overview of the Data Protection Act 1998 v8 Freedom of Information Act 2000 v8 (Non-Audio)	(Non-Audio)	Last Used 19/07/2012 27/06/2012 24/05/2012 17/05/2012	St
	Course Introduction to Risk Assessment v2 Basic bread baking An Overview of the Data Protection Act 1998 v8 Freedom of Information Act 2000 v8 (Non-Audio) Diversity, Equality and Discrimination v2	(Non-Audio)	Last Used 19/07/2012 27/06/2012 24/05/2012 17/05/2012 27/04/2012	St
	Course Introduction to Risk Assessment v2 Basic bread baking An Overview of the Data Protection Act 1998 v8 Freedom of Information Act 2000 v8 (Non-Audio) Diversity, Equality and Discrimination v2 Microsoft Outlook 2010 - Level 4	(Non-Audio)	Last Used 19/07/2012 27/06/2012 24/05/2012 17/05/2012 27/04/2012 20/04/2012	Sta
	Course Introduction to Risk Assessment v2 Basic bread baking An Overview of the Data Protection Act 1998 v8 Freedom of Information Act 2000 v8 (Non-Audio) Diversity, Equality and Discrimination v2 Microsoft Outlook 2010 - Level 4 Safe Manual Handling v2	(Non-Audio)	Last Used 19/07/2012 27/06/2012 24/05/2012 17/05/2012 27/04/2012 20/04/2012 16/04/2012	Sta
	Course Introduction to Risk Assessment v2 Basic bread baking An Overview of the Data Protection Act 1998 v8 Freedom of Information Act 2000 v8 (Non-Audio) Diversity, Equality and Discrimination v2 Microsoft Outlook 2010 - Level 4 Safe Manual Handling v2 The Bribery Act 2010	(Non-Audio)	Last Used 19/07/2012 27/06/2012 24/05/2012 17/05/2012 27/04/2012 20/04/2012 16/04/2012 12/04/2012	Sta
	Course Introduction to Risk Assessment v2 Basic bread baking An Overview of the Data Protection Act 1998 v8 Freedom of Information Act 2000 v8 (Non-Audio) Diversity, Equality and Discrimination v2 Microsoft Outlook 2010 - Level 4 Safe Manual Handling v2 The Bribery Act 2010 An Introduction to Health & Safety at Work v2	(Non-Audio)	Last Used 19/07/2012 27/06/2012 24/05/2012 17/05/2012 27/04/2012 20/04/2012 16/04/2012 12/04/2012 05/04/2012	Sta

2) This will take you to the **Modify Site Menu** where you will see several options. Click on **Manage Site Users**.





3) You will now see a page displaying the options applicable to users. Click on Add User:

Main Menu Site Admin Menu Learning nexus	Log out Mon 30 Jul 2012 Nimbus LMS Marzia
Manage Site Users This section allows you to manage the users of this site in the Learning Managem new users and remove or modify the details of existing users.	Default ent System. You can add
There are 5 users in total Find Items: ③ Starting with 〇 Containing Search By: ④ Name	Display Options: - Show Active: ☑ Show Retired: □ ≻ Apply
Edwards, Marzia (Marzia) Murray, Andy (Andy.Murray) Newman, Paul (Paul.Newman) Pitt, Brad (Brad.Pitt) Windsor, Elizabeth (Elizabeth.Windsor)	 Add User Modify User Retire Users
Select All	Back

4) You are now on the page that that will allow you to fill in the user details. When filling the form, make sure that you select the relevant Access Level and Group Membership from the appropriate boxes. At the bottom of the page, insert the user ID and type in the password you want to assign to the user. Finally, click on the **Register** link to complete the process.

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Creating e-learning together	• • •	Nimbus
lew Site User		Defau
lease complete the fol	lowing form and then click 're	gister' to save the new users details.
Jser's Personal Detai	ils: -	Note: * denotes a required fie!
Forename:*		
Initial:		
Surname:*		
Familiar Name:*		
Jser's Membership D	etails: -	
Access Level:	User	
Group Membership:	No Group	
	All courses	
	Entertainers	
	. • 1	
Jser's Login Details:	-	
User ID:*		
Password:		
Confirm Password:		