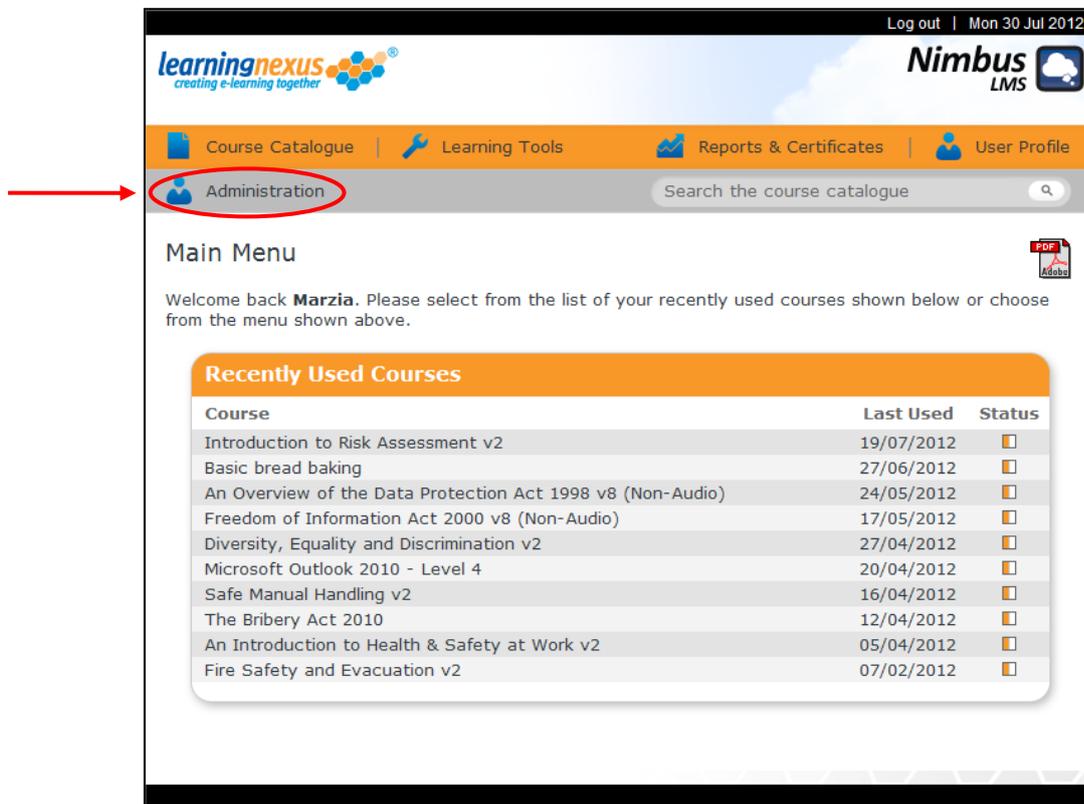


# Creating User Accounts

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

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



- 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**:

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.