

# Creating or inviting a new user

You can create a new user account by creating the new user or by inviting the new user to join. The difference is that an invited new user must log on using her or his e-mail address as the user name.

## Creating a new user

When you create a user account using the **Create User** option, you assign the user a logon user name, password, and display name. You can specify the user's e-mail address so that user will receive event notifications and reports.

The added new user can change her or his password (but isn't prompted to do so) and e-mail address.

## Inviting a new user

When you create a user account using the **Invite New User** option, you assign the user a logon user name (the user's e-mail address), password, and display name.

**Important:** Unless the created password is informed personally, the invited user needs to go through the **Forgot Your Password?** process in order to generate a new password.

Invite a new user when you want the user to use his or her e-mail address as the logon user name or when you want to prompt the user to change the password the first time that she or he logs on to the system.