

Creating a user account

You can create an account for a user and assign roles to the user to give access to one or more of your company's projects and/or libraries.

Requirements:

- In a stand-alone system, you must be assigned the following user roles:
 - To create a user at the customer level, you must be assigned an Administrator customer role at that level.
 - To create a user at the project or library level, you must be assigned the right to manage access for the project or library.
- In an integrated system, you must be assigned a Prepress Portal admin role that includes the Manage Access and View User rights, and you must also be assigned the following InSite Creative Workflow user roles:
 - To create a user at the customer level, you must be assigned a customer role that includes the Manage Access user right and the Administrator project and library roles.
 - To create a user at the project or library level, you must be assigned a project or library role that includes the Manage Access user right.

1. Create a user account:

To create a user with this access	Do this
Access to all of your company's projects and libraries or to all projects and libraries that the user creates	<p>In a stand-alone system:</p> <ol style="list-style-type: none"> a. In the Manage Access view, in the left pane, select a customer. b. From the User menu, select Create User or Invite New User. c. Specify the user's logon and contact information. d. Click Create. <p>In an integrated system:</p> <ol style="list-style-type: none"> a. On the home page, click Users. b. Click Create User. c. Specify the user's logon and contact information and admin and job roles. d. Click Create.
Access to a specific project	<ol style="list-style-type: none"> a. In the Manage Access view, in the left pane, select a project. b. From the User menu, select Create User or Invite New User. c. Specify the user's logon and contact information. d. Click Create.
Access to a specific library	<ol style="list-style-type: none"> a. In the Manage Access view, in the left pane, select a library. b. From the User menu, select Create User or Invite New User. c. Specify the user's logon and contact information. d. Click Create.

The e-mail address that you type in the **Email** box is the address to which the system sends messages, such as event notifications and reports. You can type multiple e-mail addresses for the user to a maximum of 80 characters combined, separated by semicolons—for example, john.doe@mycompany.com; john.doe@myhome.com. The system sends each message to all the listed addresses.

2. In the list of users, find the user that you just created and assign the user project and library roles with the appropriate user rights. Roll over a role to view the rights included in that role.
In an integrated system, if you are creating a user with access to all projects and libraries, click **Manage Projects & Library Access** to assign project and library roles.
3. Under each project and library role that you assign, select one of the following options:
 - **Access All:** Gives the user access to all of your company's projects or libraries.
When you select this option, you can assign the user different roles at the project/library level. This allows you to give the user more or fewer rights for specific projects and libraries.
 - **Limit Access:** Limits the user's access to the projects or libraries that she or he creates.
When you select this option, ensure that the project/library role includes the Create Project or Create Library user right, so that the user can create projects and libraries.
4. Click the **Apply** button.