

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 for the first login, and display name. You can specify the user's e-mail address so that user will receive event notifications and reports.

The added user can change his or her e-mail address.

Note: The added user must change the password at the first login.

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 for the first login, and display name.

The invited user needs to go through the **Forgot Your Password?** process in order to re-generate a new password for the first login.

Invite a new user when you want the user to use his or her e-mail address as the logon user name.

Note: The invited user must change the password at the first login.