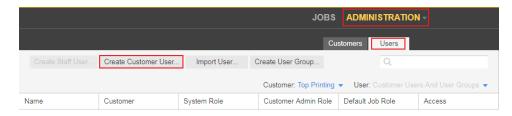
Creating users

Create a user account for each person who will use Prepress Portal.

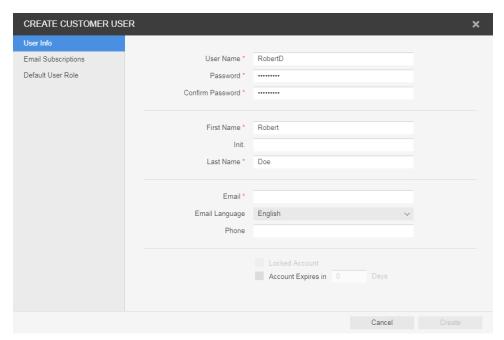
Requirements: Your customer role must include the Manage Access right and the View Users right.

- 1. On the home page, click **Administration**.
- 2. In the **Administration** area, click **Users**.
- 3. In the **Users** area, in the **Customer** list, select the required customer.
- 4. Click **Create Customer User** or click a customer user name.

Tip: To edit your own account, click your name on the toolbar.



The Create Customer User window appears.



5. In the Create Customer User or Edit Customer User window, perform any of the following actions:

	The logon credentials	 a. In the User Info area, type the user name, password, the first name and last name of the user, and the user's contact information. Note: Due to security reasons, users are prevented from changing their own email address. Contact the system administrator if the email address change is required. b. To change an existing password, click Change Password, and type the current and new passwords. If an account has been locked out because the wrong password was used X' number of times, clear the check box to enable the user to log in. 				
	Account status					
	The account expiry		temporary account, select the and type the number of days in			
Email	E-mail	Specify whether the user shou	•			
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Default User Roles	Roles	Locate the type of role you want to change/assign and in the list of available roles, select the appropriate role for the user. Select the appropriate roles for the user. Tip: To see which rights are included in a role, hover your cursor over the specific role. CREATE CUSTOMER USER We have the specific role.				
		Note: You ca	Customer In Top Printing Admin Role Default Job Role Access All Jobs	Administration Manage Access Modify Customer View Users	Role Customer User Reviewer Customer User Reviewer Customer User Reviewer Customer User Reviewer Customer User Reviewer Customer User Reviewer Customer User Reviewer Customer User Reviewer Customer User Reviewer Customer User Reviewer Customer User Reviewer Customer User Reviewer Customer User Reviewer Customer User Reviewer Customer User Reviewer Customer User Customer User Reviewer Customer Reviewer Customer Reviewer Reviewer	
	Access to jobs	 To give the user access to all jobs, select the Access All Job check box. If users only have access to specific jobs, clear the Access All Job check box. Later, you give customer users access to the specific jobs. Click Create 				ess

6. Click Create.

Note: The **Create** button is enabled only when all the required boxes have information supplied.

Note: New and forgotten password users are required to reset their password during first login. Enter your username and pre-assigned password then click the **Login** button. Click the **Change Password** link to reset your password.

Creating user groups

You can also create user groups to streamline the process of setting job access and requesting user reviews when there are many people with different roles and responsibilities working on jobs.

For more information about creating user groups, see the InSite Prepress Portal User Guide.