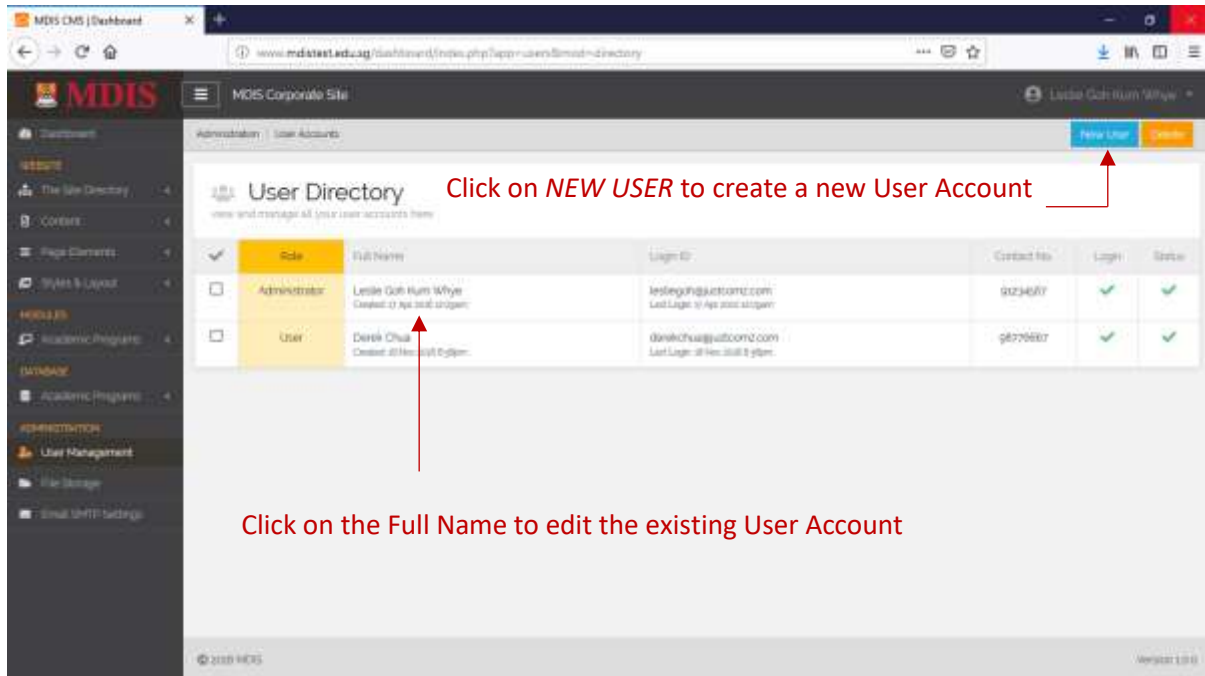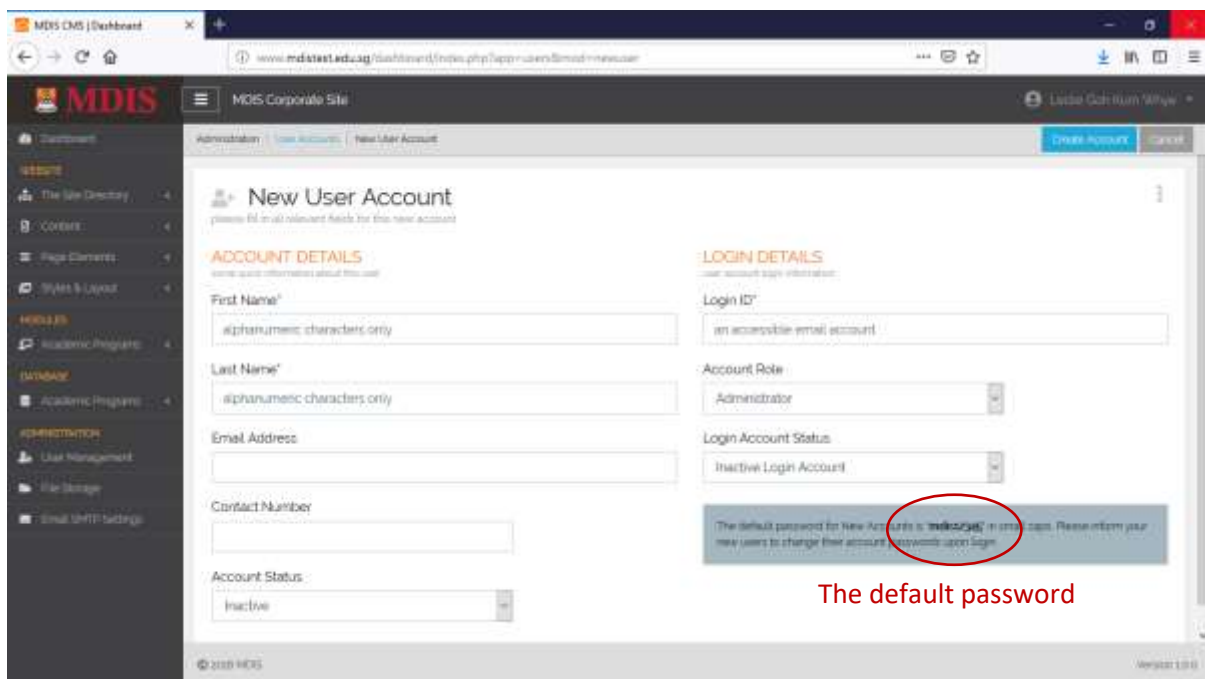# The User Directory

The User Directory lists all the current User Accounts in the system. From here, new users can be created, and existing accounts can be managed. To arrive at this page, navigate by

ADMINISTRATION > USER MANAGEMENT

Click on *NEW USER* to create a new User Account

Click on the Full Name to edit the existing User Account

Creating A New User Account

Fill in all the required fields and click *CREATE ACCOUNT* to create the new User Account.

The default password

First Name	The first name of the new user
Last Name	The last name of the new user
Email Address	A working email address that can be used to contact this user
Contact Number	A working contact number that can be used to contact the user
Login ID	A unique and working email address. This value can be the same as the one inputted in Email Address
Account Role	Sets the role of this new User. There are currently three roles: • Administrator • Manager • User
Login Account Status	Sets whether this user can login to the Web Management System

For all new accounts, the default password will be set initially. Please remember to inform your new user to change the password as soon as possible.

Once the new account is created, additional options will now be available.

Reactivating A User Account

User Accounts get suspended automatically when they fail their logins more than 5 times. To reactivate the account, simply click on the ACTIVATE button in the warning panel.