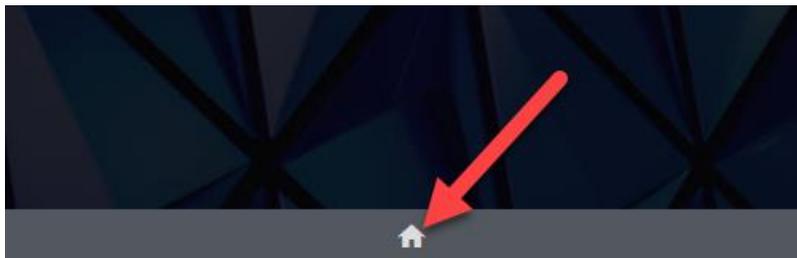
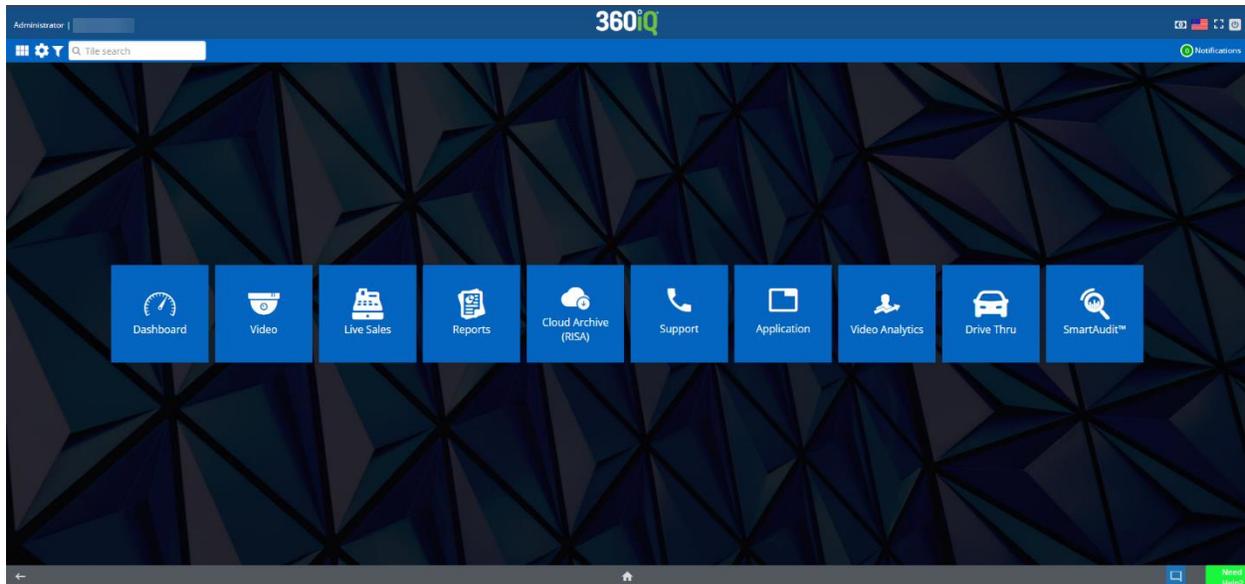


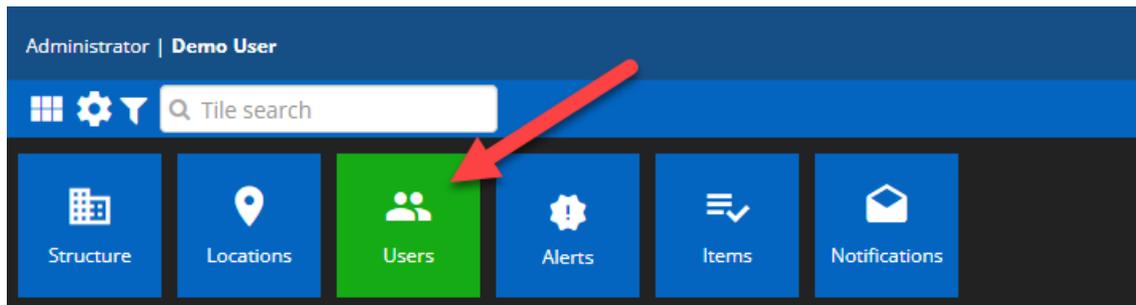
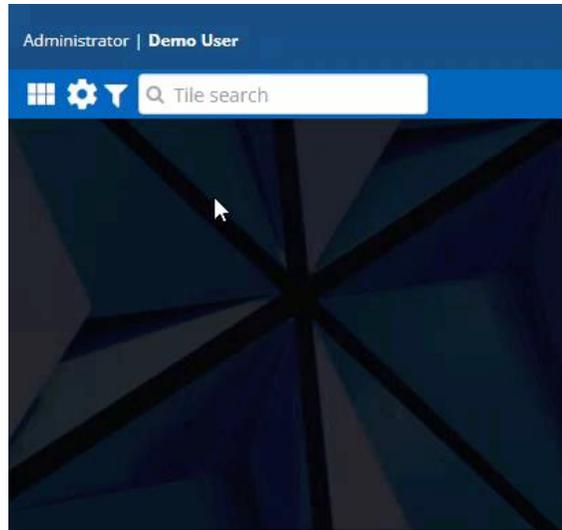
## How to Create a New User

To create a new user in the 360iQ platform, navigate to <https://app.go360iq.com/>. When prompted, enter your username/email and password, then click the green **SIGN IN** button.

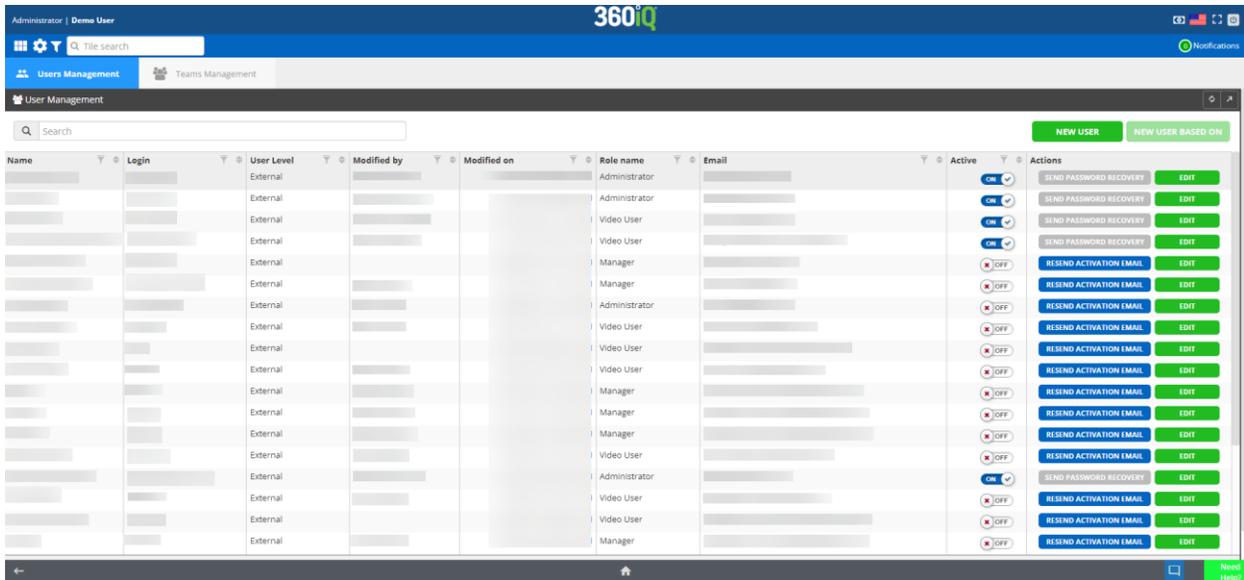
For most users, once you log into 360iQ, you'll be taken to the **Home screen**. You should see the tiles below. You can also return Home by clicking the **Home** icon at bottom of any screen.



On the Home screen, click the gear icon in the top left corner of the screen to access **Settings**, then click the **Users** tile.

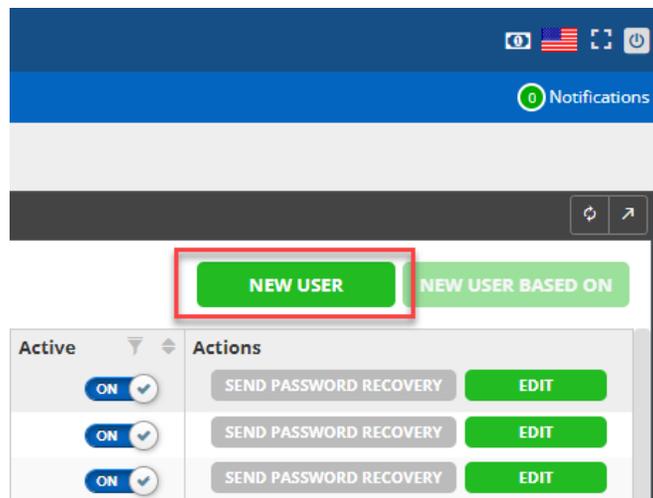


Clicking the **Users** tile takes you to the **Users** dashboard. Here, you can view a list of all users in the system, including their **Name**, **Login**, **User Level**, **Modified By**, **Modified On**, **Role name**, **Email**, **Active** status, and available **Actions**.



## Create a New User

To add a new user, click the green **NEW USER** button at the top right of the dashboard. You will be redirected to the **User Creation Wizard**.



The **User Creation Wizard** consists of three sections:

1. Details & Sign in credentials
2. Locations
3. Summary

In this guide, we'll walk through filling out each section and completing the user creation process.

# 1. Details & Sign in credentials

In the **User Details** section, fill out the following information:

- First name
- Last name
  - **Note:** Your First name and Last name cannot contain numbers.
- User Level (Internal or External)
  - **Note:** External 360iQ customers will only see the External option.
- Initial Screen (Home or Dashboard)
- Role
- Email
  - **Note:** You cannot use the same email address across multiple profiles.
- Country
- Language
- Currency

The screenshot shows a mobile application interface for user management. At the top, there is a navigation bar with the text 'Administrator | Demo User' and a search bar labeled 'Tile search'. Below the navigation bar are two tabs: 'Users Management' (active) and 'Teams Management'. A 'New user' button is visible below the tabs. The main content area is titled 'User Details' and contains a form with the following fields:

- First name
- Last name
- User Level: External
- Initial screen:
- Role: Manager
- Email
- Country: United States of America

At the bottom of the form, there is a 'PREVIOUS' button and a back arrow.

To the right of the **User Details** are the **Sign in credentials**, or the information your new user will need to access the platform. Enter the desired **User Name** and **Password**, then **Confirm password**. Once you've satisfied the password creation requirements, hit **Next** to continue the process.

The screenshot shows a web interface for creating a user. At the top, there is a progress bar with two steps: '2 Locations' and '3 Summary'. The main content area is titled 'Sign in credentials' and contains three input fields: 'User Name', 'Password', and 'Confirm password'. To the right of these fields is a 'Requirements' section with a list of criteria, each preceded by a radio button:

- At least 8 characters long
- Cannot match your login username
- At least one lower case letter
- At least one upper case letter
- At least one number
- At least one special character !@#%&^\*()\_-
- New and confirm password entries match

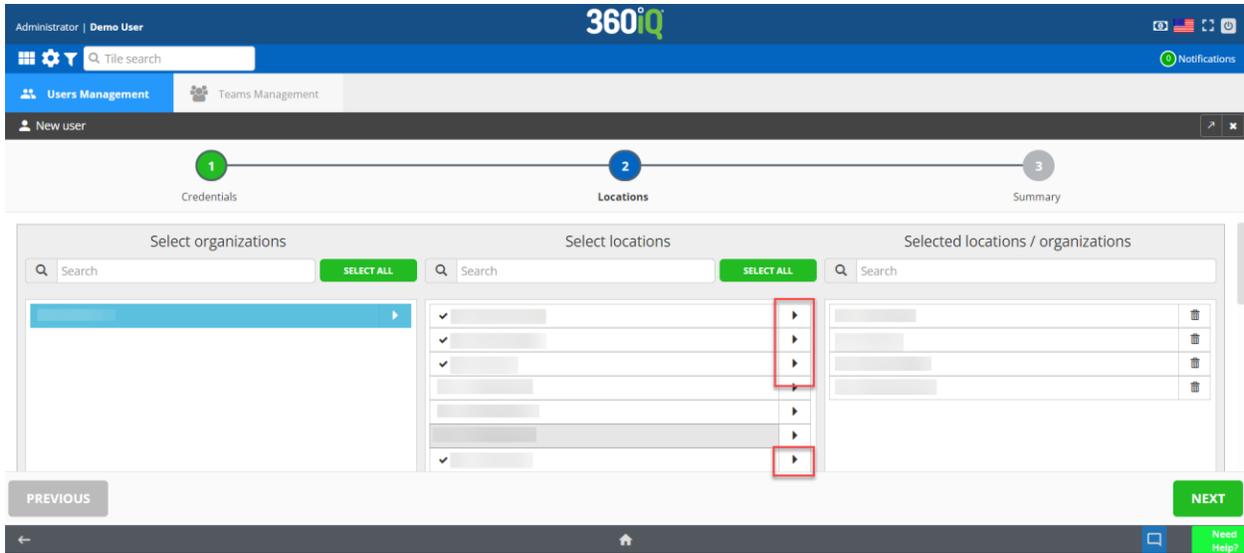
At the bottom right of the form, there is a green 'NEXT' button. Below the form, there is a dark grey footer bar with a home icon and a 'Need Help?' link.

## 2. Locations

In the next step of the user creation process, you'll choose which **Organizations** and **Locations** the user can access. A list of organizations will display. Choose your location from the available options or search for your desire location. You can also click **SELECT ALL** to select multiple organizations.

Once you've selected your organization, choose which **Locations** will be accessible to the new user. Again, you can click **SELECT ALL** here to select all the locations shown.

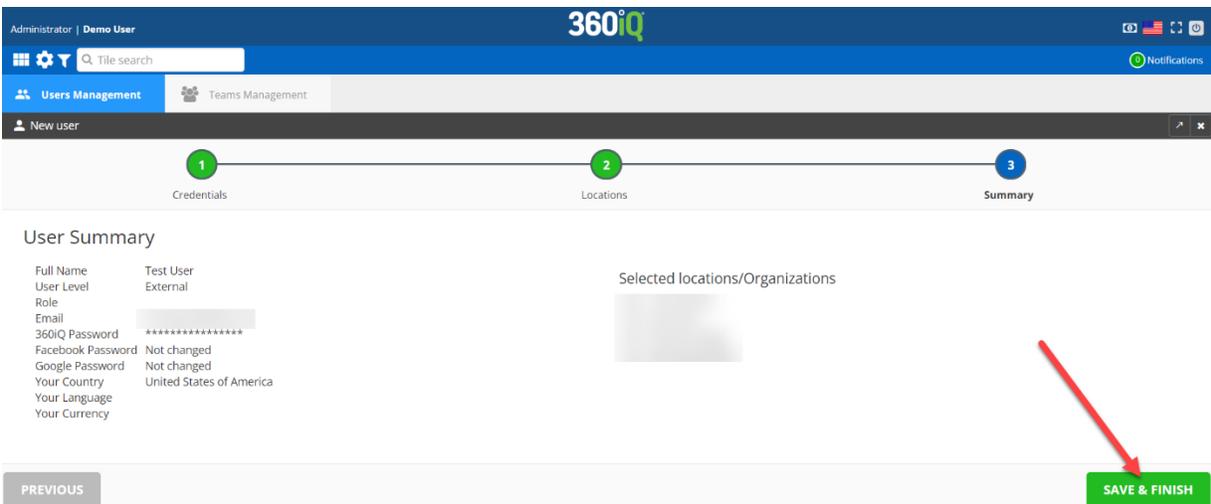
**Note:** To select the locations, click the **arrow** to the right of the location name. The selected locations will show up under **Selected locations / organizations**. If you want to grant a user access to the whole organization, click the **arrow** on the organization name.



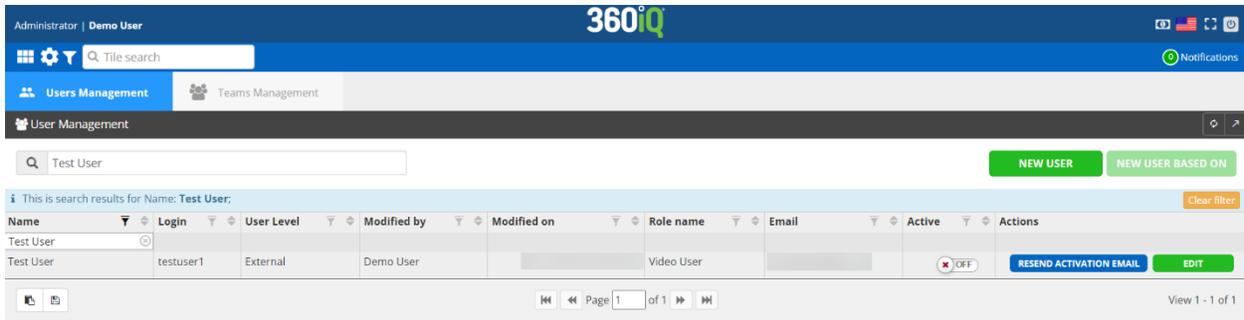
After you've made your selections, you can review them in the right-most **Selected locations / organizations**. Once everything looks good, hit **NEXT** to continue.

### 3. Summary

In the last step of the process for creating a new user, you'll review the information you entered for the user. Make sure everything is correct, then click the **SAVE & FINISH** button in the bottom right corner of the page. You're all set!



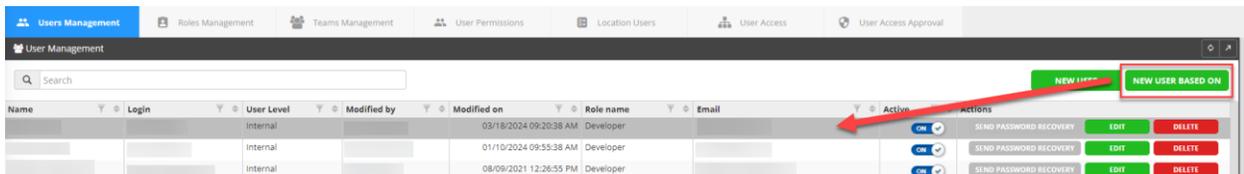
Once your new user has been created, you'll be taken back to the **User Management** dashboard. You can now search for the user you created to ensure they're in the system.



## Create a New User Based On

If you have already created a new user within your organization, you can create a new user based on any existing user.

On the **User Management** dashboard, select the name of the existing user on which you would like to base the new user. Click the **NEW USER BASED ON** button in the top left corner of the screen.



Once the new window opens, follow the same steps as if you were creating a new user.

For additional information or questions please contact **DTiQ Support** at [support@dtiq.com](mailto:support@dtiq.com) or your **Customer Success Manager** at [csr@dtiq.com](mailto:csr@dtiq.com).

800.933.8388 | [info@dtiq.com](mailto:info@dtiq.com) | [www.DTiQ.com](http://www.DTiQ.com)

