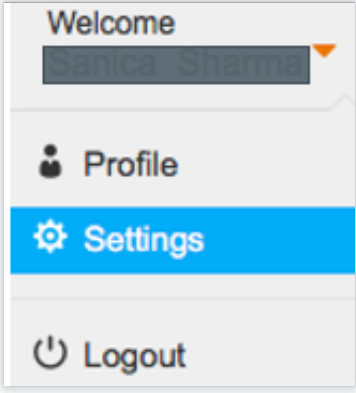
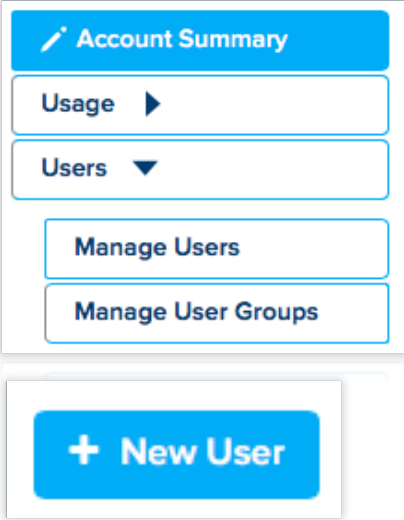
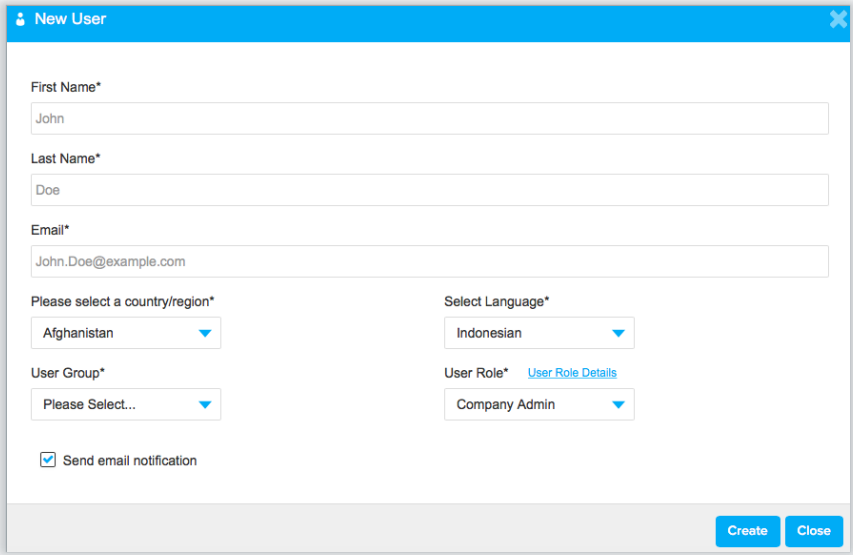
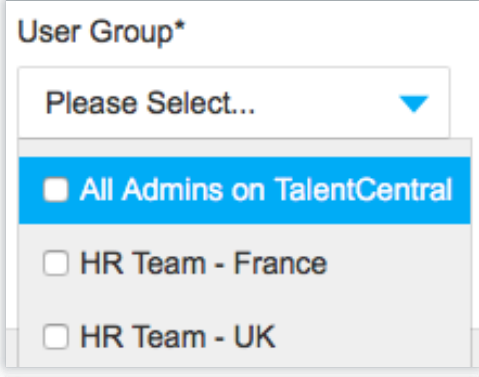


Adding Users and User Groups

User Management on TalentCentral



View the full video on our Talent Central Learning Portal.
<https://talentcentral.learning.shl.com/course/view.php?id=34>

Description	Navigation	
	<p>Click on the Welcome button then choose Settings</p>	
<p>Adding an Administrator</p>	<p>Click on Users in the company setting.</p> <p>Now select Manage Users and click on + New User.</p>	
	<p>Fill in the new administrator's details.</p> <p>TIP: User Role Details provides more information on each user permission.</p>	
	<p>Expand the User Group dropdown to choose a relevant group to which to add the administrator.</p> <p>Note: If the Group does not exist, create one by following the steps in Create a User Group in the next section, then return to add the user.</p>	

Navigation

Create User Group

Ensure the **Send email notification** is enabled before clicking on **Create**.

The user will receive an email containing a link (valid for 24 hours) to create a password.

To resend a login, locate the administrator, and click **Send Notification**

Send email notification

Create

Mario Rossi mario.rossi@noreply...

Notification

Create a User Group

Click on **Manage User Groups** and select **+New User Group**.

Users ▼

Manage Users

Manage User Groups

+ New User Group

Fill in the user group details and click create a group. You can now return to **Manage Users** to add a new administrator to the newly created group.

New User Group

Group Name*

Group Description

Select Users

Please Select...

Create Close