

Creating a user account

You can create an account for a user and assign roles to the user to give access to one or more of your customer's projects and/or libraries.

Requirements:

- In a stand-alone system, you must be assigned the following user roles:
 - To create a user at the customer level, you must be assigned an Administrator customer role at that level.
 - To create a user at the project or library level, you must be assigned the right to manage access for the project or library.
- In an integrated system, you must be assigned a Prepress Portal admin role that includes the Manage Access and View User rights, and you must also be assigned the following InSite Creative Workflow user roles:
 - To create a user at the customer level, you must be assigned a customer role that includes the Manage Access user right and the Administrator project and library roles.
 - To create a user at the project or library level, you must be assigned a project or library role that includes the Manage Access user right.

1. Create a user account:

To create a user with this access	Do this
Access to all of your customer's projects and libraries or to all projects and libraries that the user creates	In a stand-alone system: - In the Manage Access view, in the left pane, select a customer. - From the User menu, select Create User or Invite New User. - Specify the user's logon and contact information. - Click Create. In an integrated system: - Click Administration and Users. - Select a customer from the Customer dropdown. - Click Create Customer User. - Specify the user information and roles. - Click Create.

Access to a specific project	- In the Manage Access view, in the left pane, select a project. - From the User menu, select Create User or Invite New User. - Specify the user's logon and contact information. - Click Create.
Access to a specific library	- In the Manage Access view, in the left pane, select a library. - From the User menu, select Create User or Invite New User. - Specify the user's logon and contact information. - Click Create.

The e-mail address that you type in the **Email** box is the address to which the system sends messages, such as event notifications and reports. You can type multiple e-mail addresses for the user to a maximum of 80 characters combined, separated by semicolons—for example, john.doe@mycompany.com; john.doe@myhome.com. The system sends each message to all the listed addresses.

- In the list of users, find the user that you just created and assign the user project and library roles with the appropriate user rights. Roll over a role to view the rights included in that role.

In an integrated system, if you are creating a user with access to all projects and libraries, click **Manage Projects & Library Access** to assign project and library roles.

- Under each project and library role that you assign, select one of the following options:
 - Access All:** Gives the user access to all of your customer's projects or libraries. When you select this option, you can assign the user different roles at the project /library level. This allows you to give the user more or fewer rights for specific projects and libraries.
 - Limit Access:** Limits the user's access to the projects or libraries that she or he creates. When you select this option, ensure that the project/library role includes the Create Project or Create Library user right, so that the user can create projects and libraries.
- Click the **Apply** button.