



Creating user and group


Creating user

To create a new user account

1. From left navigation menu select **Users**.
2. In the lower right side of the Users app, click the action button .
3. Select a **Create User** button and in **Create User** pane fill in required fields.

 TWCloud supports Unicode characters for username. However, you cannot use the following characters `/\ [] : ; | = + * ? < > " , & { } () ' %`.

A text box with a red asterisk (*) means that the information is mandatory.

4. Click  on top right corner to save user's account.
The **Create** button will be enabled if you fill in the **Username**, **Password** and **Confirm password** text boxes.

Enable or disable user access



When creating a new user or editing user information, you may select to either enable or disable their access. If you want the user to access the TWCloud system and carry out the tasks assigned, select the **Enable** check box (selected by default). If you clear the **Enable** check box, the user's status will be disabled and thus he or she cannot log into TWCloud Admin and TWCloud in the modeling tool.

After User account is saved, the **User details** pane will be opened, here you can:

- Edit user details,
- [Assign roles](#),
- Assign user to a group.

Creating users group

To create a new users group

1. From left navigation menu select **User groups**.
2. In the lower right side of the User groups app, click the action button .
3. Select a **Create user group** button and in **Create user group** pane fill in required fields.
4. Click  on top right corner to save user's account.

After User group is saved, the **Group details** pane will be opened, here you can:

- Edit group details,
- [Assign roles](#),
- Assign user to a group.

Related pages

- [Users application structure](#)
- [Importing users and groups](#)
- [Viewing and editing user details](#)
- [Converting users to internal or external](#)
- [Copying roles and assignments from another user](#)
- [Changing passwords](#)
- [Viewing user role assignment](#)