




Creating user and user groups

To create a new user account

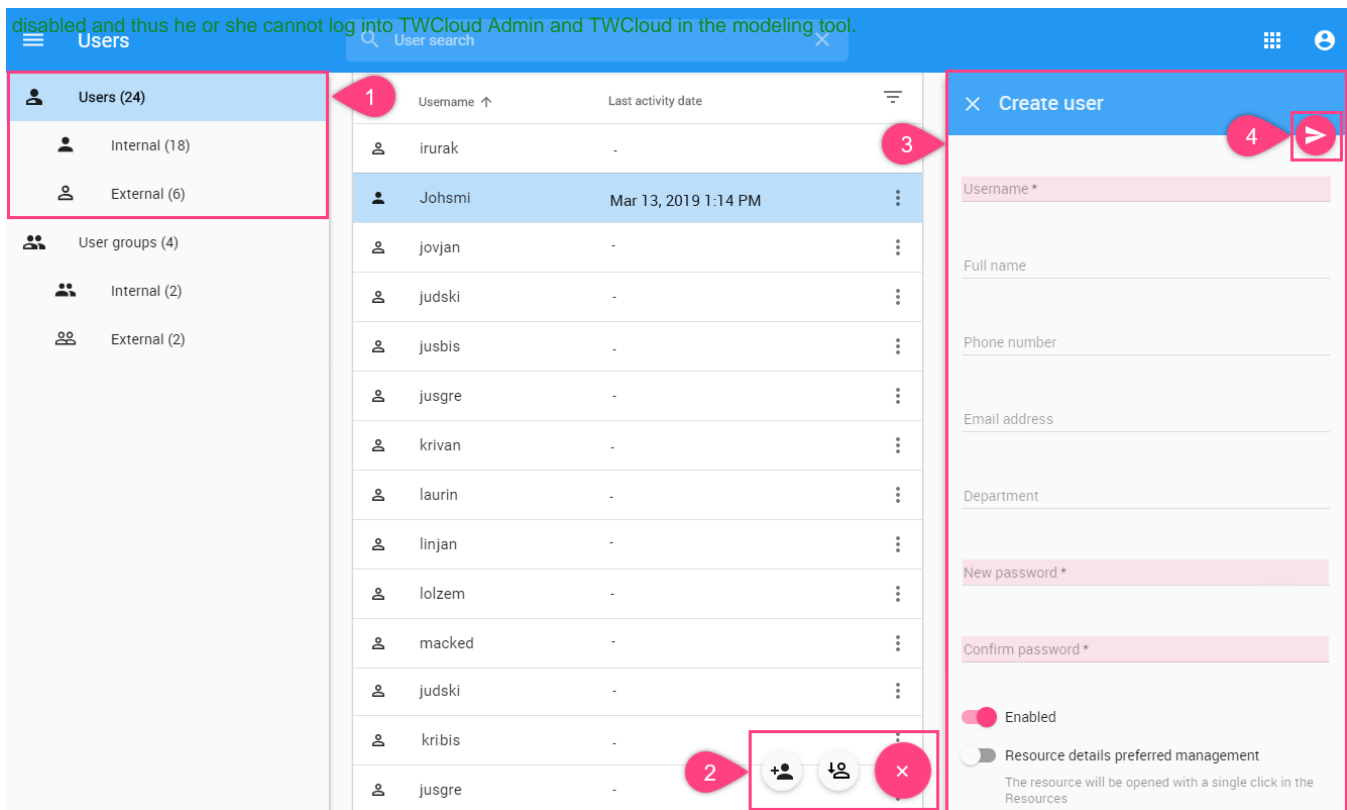
1. From the left side users/user groups filter select **Users**.
2. In the lower right side of the Users application, click the action button  and select a **Create User** button.
3. In the **Create User** pane, fill in required fields.

 A text box with a red asterisk (*) means that the information is mandatory. Thus, the **Create** button will be enabled only, if you fill in the **Username**, **Password** and **Confirm password** text boxes.

4. Click  on top right corner to save user account.

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** (selected by default). If you clear the **Enable**, the user's status will be disabled and thus he or she cannot log into TWCloud Admin and TWCloud in the modeling tool.



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

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

To create a new user groups

1. From the left users/user groups filter select **User groups**.
2. In the lower right side of the Users application, click the action button  and Select a **Create user group** button and in **Create user group** pane fill in required fields.
3. Click  on the top right corner to save the user group.

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](#)
- [Managing users](#)
- [Converting users to internal or external](#)
- [Copying roles and assignments](#)
- [Changing passwords](#)
- [Managing user role and assignment](#)