




Creating users and user groups

To create a new user account

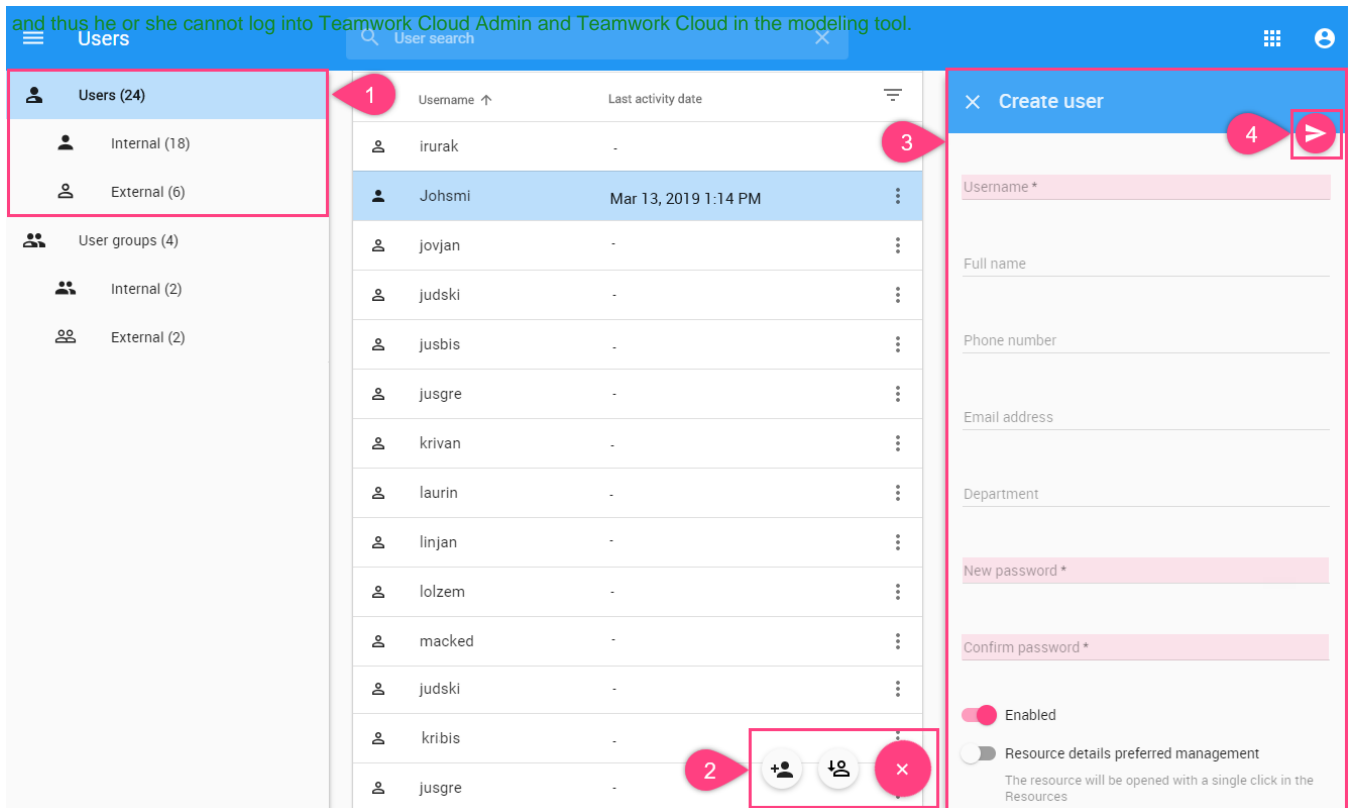
1. From the left side users/user groups filter select **Users**.
2. In the lower right side of the Users application, click the action button  and select a **Create User** button.
3. In the **Create User** pane, fill in the required fields.

 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 the top right corner to save the 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 Teamwork Cloud system and carry out the tasks assigned, select **Enable** (selected by default). If you clear the **Enable**, the user's status will be disabled and thus he or she cannot log into Teamwork Cloud Admin and Teamwork Cloud in the modeling tool.





The screenshot shows the 'Users' application interface. On the left, a sidebar lists 'Users (24)' with sub-items 'Internal (18)' and 'External (6)', and 'User groups (4)' with sub-items 'Internal (2)' and 'External (2)'. The main area displays a table of users with columns for 'Username' and 'Last activity date'. A red box highlights the 'Create user' pane on the right, which contains fields for 'Username *', 'Full name', 'Phone number', 'Email address', 'Department', 'New password *', and 'Confirm password *'. Below these fields are two toggle switches: 'Enabled' (checked) and 'Resource details preferred management' (unchecked). Red callout numbers 1 through 4 point to specific elements: 1 points to the 'Users' filter, 2 points to the action buttons at the bottom of the user list, 3 points to the 'Create user' button, and 4 points to the 'next' button in the 'Create user' pane.

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 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 the required fields.
3. Click  on the top right corner to save the user group.

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

- Edit group details,
- [Assign roles](#),
- Assign users 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 roles and assignments](#)