

5.3.1 Add a User

The **Manage Users** page allows you to add users and modify existing users for the project.

i Users cannot be removed from a project once they have been assigned. However, the account can be disabled or the user can exist without any role assignments.

Use the **Add User** section to create a new user:

The screenshot shows a form titled "Add User" with the following fields and values:

- First Name: Tinker
- Last Name: Bell
- User Name: tinkerbelle
- Email Address: tinker@bell.nl
- Assign Projects: Elysium
- Two-Factor Authentication: Off, On

A "Save" button is located at the bottom right of the form.

1. Enter the user's **First Name**, **Last Name**, **User Name**, and **Email Address**.
2. From the **Assign Projects** list, select the projects to which the new user is to be assigned. You must select *at least one*.
3. Select **Two-Factor Authentication** as **Off** to disable it for the user or **On** to enable. This setting is available only when **2-Factor Authentication** is enabled for the application, for the Item Bank to which the current project belongs, and also for the selected user.
4. Click **Save**.

i If the user is an Item Bank Manager for an Item Bank, the **Assign Projects** list displays all of the projects across the Item Bank. The **Assign Projects** list does not display the default project (which has the same name as Item Bank by default). Closed projects appear grayed-out in the **Assign Projects** list and cannot be selected.

! **Remember to assign the user to at least one project**
If you create a user and fail to select at least one project from the **Assign Projects** list, the user is not able to log into the system.