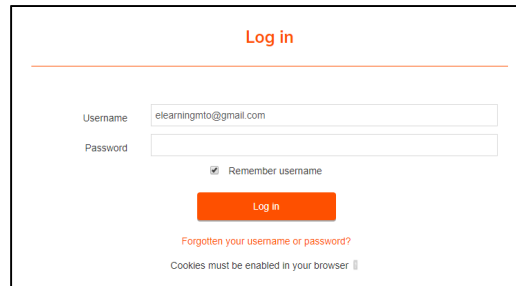


Adding Users

As a company manager, you can add students to the LMS.

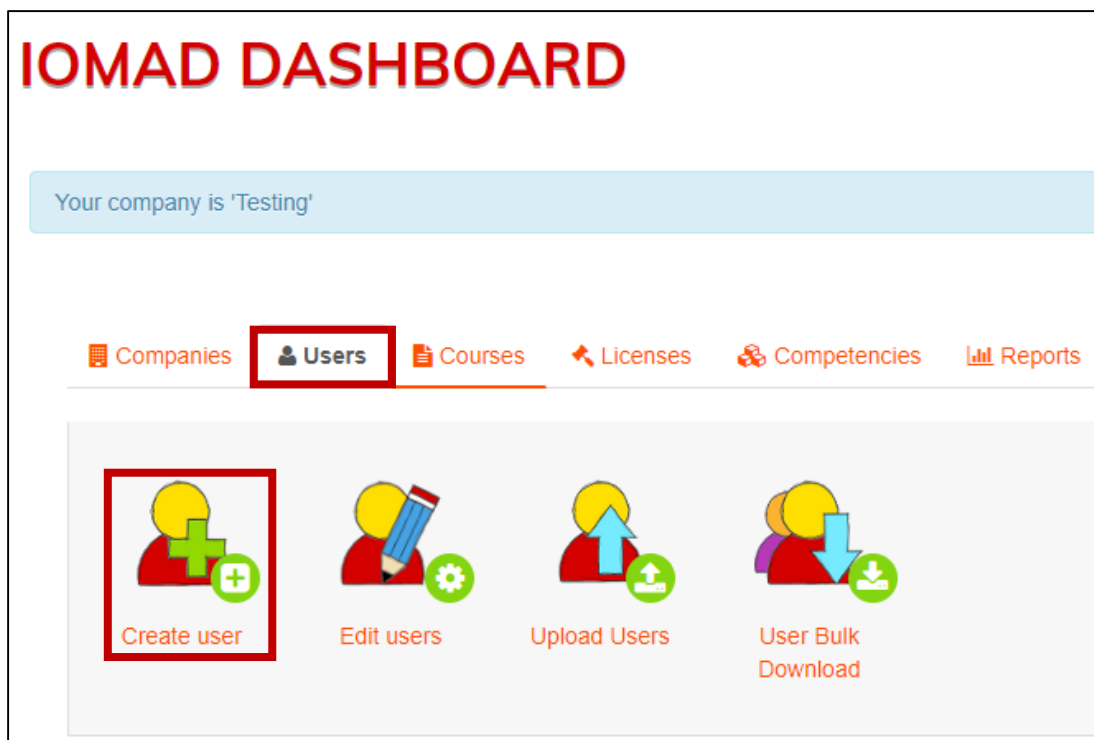
Note: You must have the role of Company Manager or Department Training Manager to add users. If you also need the training, you must have a unique user log in. Set yourself up as you would a regular user and use this log in for taking the courses

1. **Login:** Log into the DGA Training Portal using your manager login: <https://training.dgadvisor.com/login/>



The screenshot shows a login form titled "Log in". It includes a "Username" field with the text "elearningmto@gmail.com", a "Password" field, and a checked checkbox for "Remember username". Below the fields is an orange "Log in" button. At the bottom, there are links for "Forgotten your username or password?" and a note "Cookies must be enabled in your browser".

2. From the IOMAD Dashboard, Click Users > Create user



The screenshot shows the "IOMAD DASHBOARD" with a light blue header stating "Your company is 'Testing'". A navigation bar contains icons for "Companies", "Users", "Courses", "Licenses", "Competencies", and "Reports". The "Users" icon is highlighted with a red box. Below the navigation bar, there are four user management options, each with an icon and a label: "Create user" (highlighted with a red box), "Edit users", "Upload Users", and "User Bulk Download".

3. On the Create User screen:
 - a. Enter first name.
 - b. Enter Surname.
 - c. Enter the email address. Use the format firstname.lastname@noreply.com only if the user DOES NOT have a company email address.

Note: All email addresses must be unique for each user. If users share an email address, such as shipping. Use the format above.
 - d. Check the box Use email address as user name.
 - e. Enter an initial password of ChangeMe1.
 - f. Check Force password change.
 - g. You can enable Send temporary passwords by email, but for those with **.donotreply** email addresses, you will need to notify them of their log in information:

Username:

firstname.lastname@donotreply.com

Password: ChangeMe1

- h. Scroll down and Click either Submit and create another user or Submit and back to dashboard, as needed.

