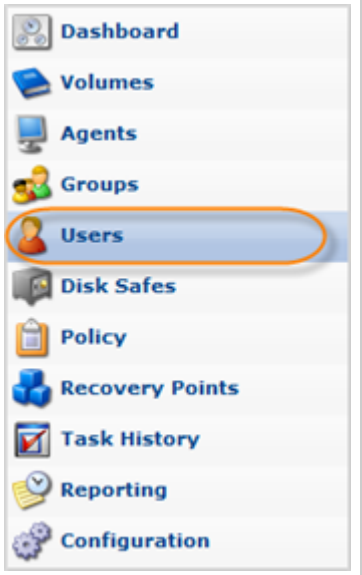
# Adding Users

Follow the instructions given below to create a new User account in CDP.

> **Note**
> Super-Users always have the ability to add new Users into the system. A Normal User may be able to add new Users if the corresponding option is checked for the User.

1. Click on "Users" in the Main Menu.

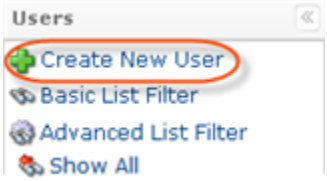
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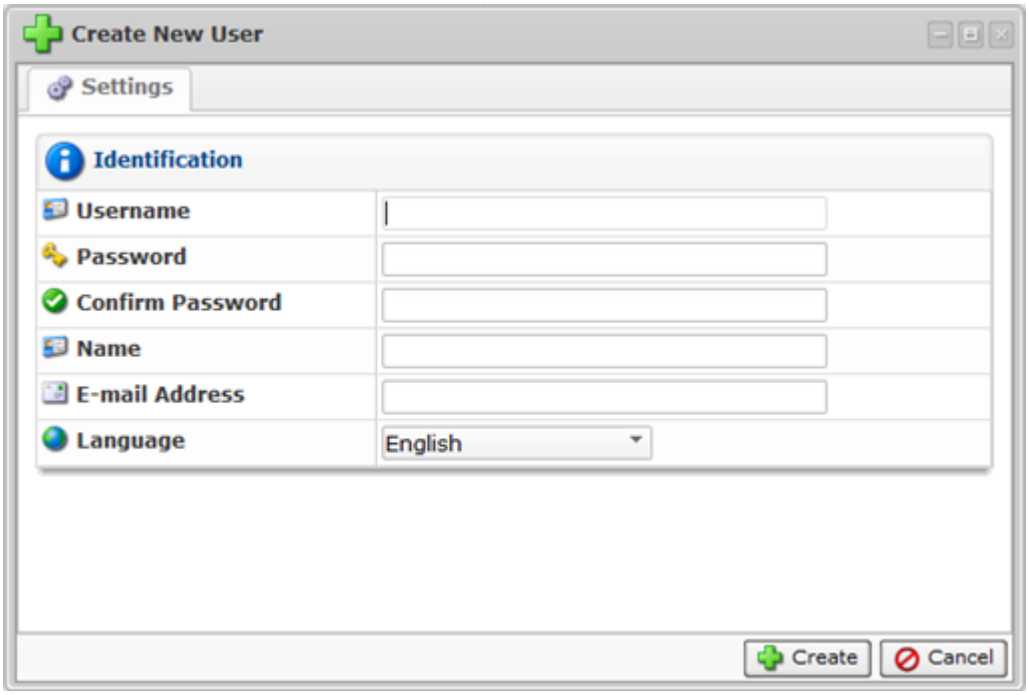
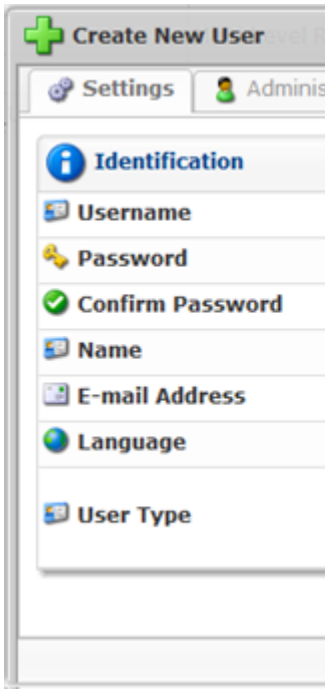


2. In the "Users" menu, click on "Create New User."

> **Note**
> Normal Users may be able to create new Users. In such cases, the "New User" button is disabled. The ability to create Users is defined and can be changed by a User's Administrator.



3. The "Create New User" window will open.

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4. Define the new User properties in this window:

- Username - Enter a login name for the User's account.
- Password - Enter a password for the User's account.

> **Note**
> The username and password are case-sensitive.

- Confirm Password - Reenter the same password for the User's account.
- Name - Enter the User's name.
- Email Address - Enter the email address of the User.
- User Type (Enterprise Edition) - Choose the type of User: Super-User, Power-User, or Sub-User. A Power-User has the option to assign Sub-Users; a Sub-User has the option to assign Administrators.
- Groups - To assign a Group to the User, select a group name from the drop-down menu and click on the "Plus" icon. You can assign several Groups to one User. Read more in Users and Groups.
- Administrators - To assign an Administrator to a User, select an Administrator from the drop-down menu and click on the "Plus" icon.
- Sub-Users (Enterprise Edition) - Power-Users can assign Sub-Users. To assign a Sub-User, select a User name from the drop-down menu and click on the "Plus" icon. You

can assign several Sub-Users to a Power-User.

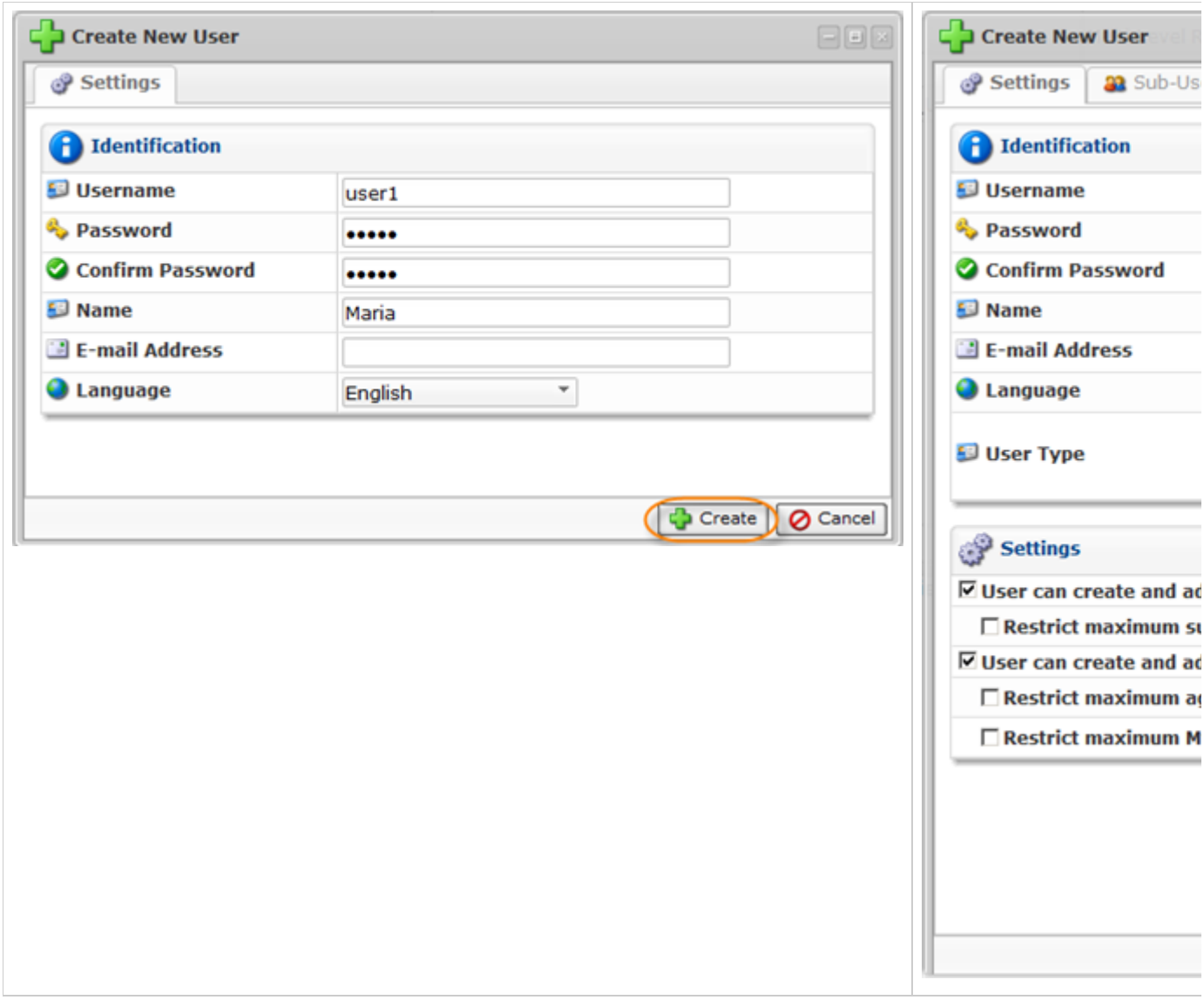
- Agents - To assign an Agent to a User, select an Agent name from the drop-down menu and click on the "Plus" icon. You can assign several Agents to a User. Read more in CDP Agents.
- Volumes - To assign a Volume to a Power-User, select a Volume name from the drop-down menu and click on the "Plus" icon. You can assign several Volumes to a Power-User.
- Language - New in version 4.0. To choose the default language for a User, select one from the drop-down menu:
  - Use Server's default - Every User's default language is that of the Server's default language unless and until a User chooses a different language. If no default Server language has been set, the default language will be English.
  - English
  - Spanish
  - Japanese

> **Tip**
> While creating and editing other Users, you can set their languages as "Japanese" or "Spanish," but leave "English" as your own default language.

> **Note**
> Choice of a language is based on which `messages_*.properties` files are installed. This may be set/overridden on a User-by-User basis. When the language is changed, the GUI must refresh the text to the selected language immediately. If no language is chosen, English will be the default. If a User-chosen or stored language pack is not available, it will default to CDP Server default, which in turn defaults to English.

5. Click on "Create" to add a new User with defined properties.

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6. You will then be informed as to whether the User was successfully created. Click "OK" in the displayed dialog.

