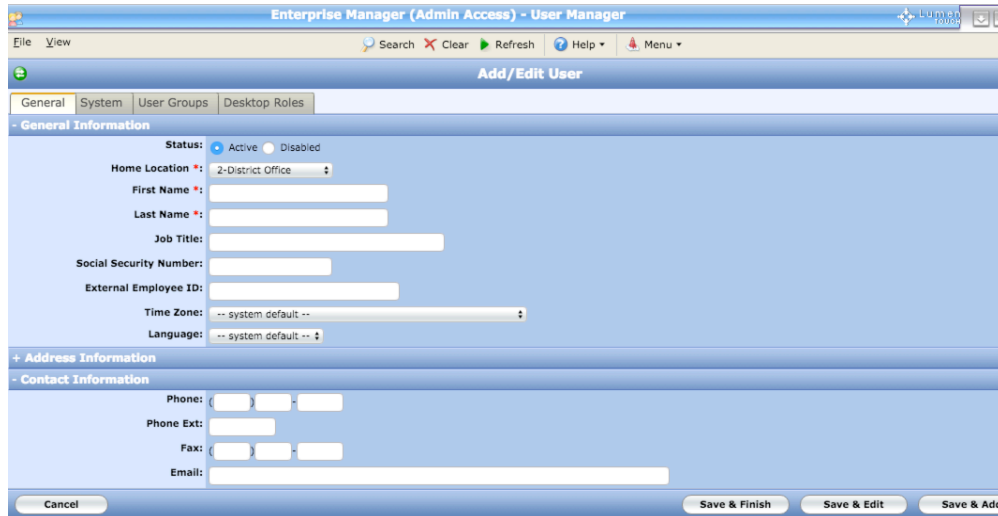


Create an Account in Enterprise Manager

Add New User

EzStart -> Enterprise Utilities -> Enterprise Manager -> User Manager



1. To add a new user click “**Add New**”.
2. Select the account as “**Active**”.
3. Select the “**Home Location**” for the person.
4. Enter the “**First Name**”.
5. Enter the “**Last Name**”.
6. Enter the “**Job Title**”.
7. The field “**Email**”
8. **Enter the login ID and Password**
9. Other fields are optional.
10. Click Save and Edit

On the System Tab

1. Select the “**Access Type**” and choose **User Group Defined**.
2. “**Lock Desktop**” will determine if the user will be able to make changes to their desktop. Choose Yes.
3. “**Desktop File (.zdi)**” – Leave this field blank. The instructor will get the desktop from the Desktop Role.
4. Select the Desktop Roles tab. Select the Role Instructor, Location: Home or All Locations. Use All if in the instructor is in multiple buildings.
5. Enter the “**User Login ID**”
6. Enter the users “**Password**” in both fields. A password may be any combination of characters and letters, and is currently limited to 12 characters and is also limited by the “**Password Exclusions List**”. The Lumen system does provide encryption of this user password.

7. The field “**Account Expires On**” field is optional. Here the date a user account is to expire may be defined. Upon login if a user's account is expired they will not be given access to the system.
8. **Available Environments:** Lumen & Core
9. “**Account Locked**” determines whether the account is able to login or not. If the user tires to login and fails the number of times entered in the field “**Failed Logins**” the account will automatically lock and will have to be unlocked manually. Set to No.
10. “**Internal Organization User**” determines if Internal or External user. Choose Internal.
11. “**Failed Logins**” - if the user tires to login and fails the number of times entered in this field the account will automatically lock and the field “**Account Locked**” will have to be unlocked manually.
12. “**Password Expires After**” field allows you to require the user to create a new password after the number of logins defined here.
13. “**Password Expires On**” field allows you to make a users password invalid on a specific date.
14. “**User Photo**” is a display of the users photo as well as allows you to enter a specific users photo.
15. “**User Signature**” is a display of the users signature.
16. If you are finished entering the users information, click “**Save & Finish**” or to continue entering information click “**Save & Edit**”

Add the Instructor Group

1. Select the Group tab and Click “**Add New**”
2. Select the “**User Group**” you would like to assign the user to. The group will be called **Instructors** or **Teachers**. This will give them access to the applications the specific user group has been allowed access. Multiple groups can be assigned to a single individual.
3. When finished, click “**Save & Finish**” or to continue entering information click “**Save & Edit**”.

Add the Instructor Role

1. Select the **Desktop Roles** tab and Click “**Add New**”
2. Select the “**Instructor**” or “**Teacher**”. This will assign them the desktop assigned to this role.
3. Select the “**Location**”. Usually Home Location or All Locations.
4. If you are done assigning the user to their roles you may click “**Save & Finish**” or to continue entering information click “**Save & Edit**”.