

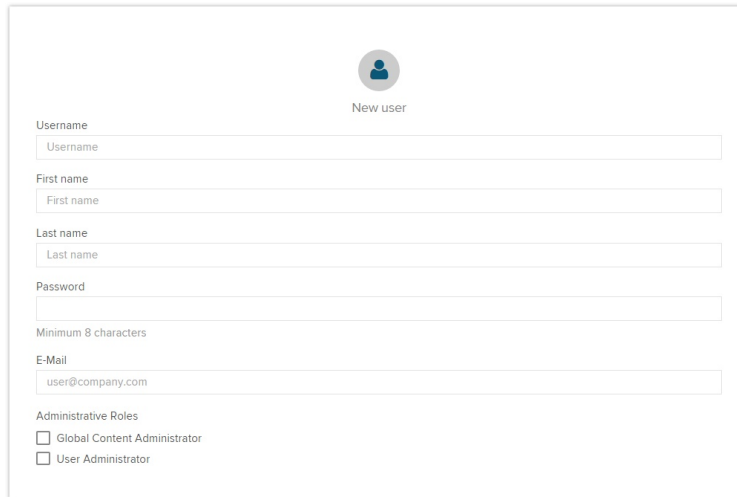
Users

When you want to add users and groups, you should be familiar with the underlying [structure](#) of Celonis 4.

Adding Users

To add or edit users, please click on *Users* in the Settings dropdown. This will open the user management interface where you can see all existing users.


Clicking on the  button will open the following form:



The form is titled "New user" and features a user icon at the top. It contains several input fields: "Username", "First name", "Last name", "Password", and "E-Mail". Below the "Password" field, there is a note "Minimum 8 characters". Under the "E-Mail" field, the example "user@company.com" is shown. At the bottom, there is a section for "Administrative Roles" with two checkboxes: "Global Content Administrator" and "User Administrator".

Fill in the template to create a new user. You can furthermore assign certain roles to the user:

- **Global Content Administrator:** If a person has this role, he can access and change all data on the assigned workspace.
- **User Administrator:** The user can then view and edit all user, group and authorization settings.

Clicking on  will create the user. You can see the new user among the others in the user management. Now you can add other users, join them into [groups](#) or start [setting permissions](#) for your documents.