




Creating User

Creating your account for JET

Step 1:

Click on the  Users icon to enter the User List page.

MANAGE

-  Forms
-  Users
-  Log

Step 2:

At the User List page, click on



Step 3:

User Creation page will appear, key in the details and click on




Note:

Password: Requires at least 6 characters (Numeric, alphabet, special character)

User Type: Grants admin or normal user rights.

Permission Group: Select the group the user belongs to.

User Creation


[Change Picture](#) [Delete Picture](#)

Profile

First Name




Last Name

Email

Username

Step 4:

The new user is created and will show in the User List page.

397		First Name testuser	User Type admin
		Email testuser	Last Login Time 2023-02-23 13:42:35
Permissions Groups			