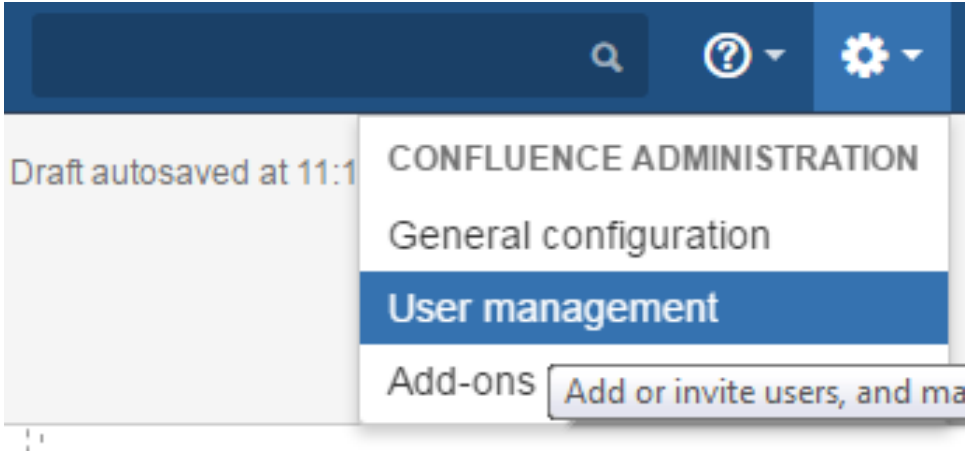
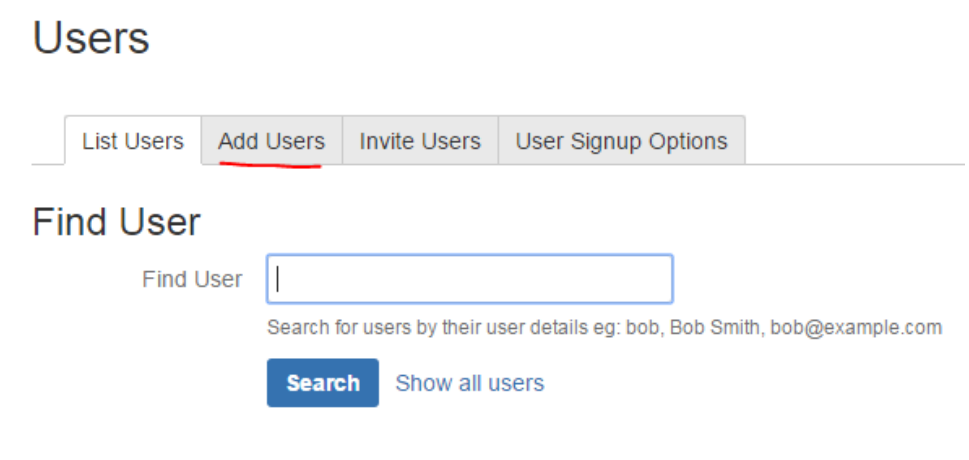


Creating a non-solvay user account

Error rendering macro 'excerpt-include'

No link could be created for 'User access management'.

Steps	Screenshots
1. Go to the User Management interface on top right corner of Confluence	 <p>A screenshot of the Confluence Administration menu. The menu is open, showing options: 'CONFLUENCE ADMINISTRATION', 'General configuration', 'User management' (highlighted in blue), and 'Add-ons'. Below 'Add-ons' is a sub-menu item 'Add or invite users, and ma'. The top of the page shows a dark blue header with a search icon, a help icon, and a settings icon. A notification 'Draft autosaved at 11:1' is visible on the left side of the menu.</p>
2. Click on the Add Users tab	 <p>A screenshot of the 'Users' management page. The page title is 'Users'. Below the title are four tabs: 'List Users', 'Add Users' (underlined in red), 'Invite Users', and 'User Signup Options'. Below the tabs is a section titled 'Find User' with a search input field. Below the input field is the text 'Search for users by their user details eg: bob, Bob Smith, bob@example.com'. At the bottom of the section are two buttons: 'Search' and 'Show all users'.</p>

3. For non-solvay user account, ensure that the username has the prefix "ext-", follow by the name of the user.

Fill up the full name, email address.

Tick on the send an email to the user.

For the password, put a generic password: **Solvay2017**.

Click **Add**

Add a User

Username*

Usernames must be lower case.

Full Name*

Email*

Send an email to the user you have just

Password*

Confirm Password*

Add

4. Now, send an email to the requester by providing the **USERID** created and the **PASSWORD**.

Let user know that they can change the password when first connected to Confluence.