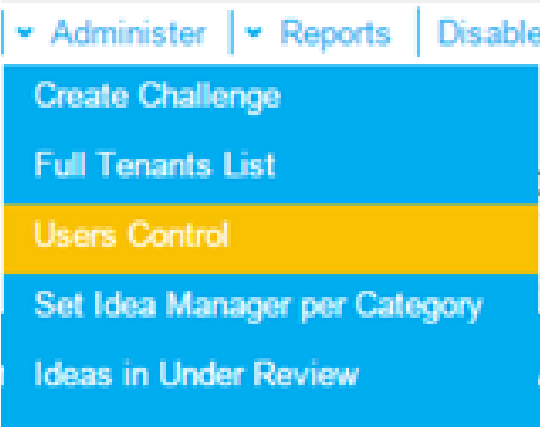




# Create external account

Role: Local Admin (only to its own tenant), support admin

Procedure	Screenshot
1. Go to Administer > User Control	 A screenshot of a web application's navigation menu. The menu is titled 'Administer' and includes options like 'Reports' and 'Disable'. A dropdown menu is open, showing several options: 'Create Challenge', 'Full Tenants List', 'Users Control' (highlighted in yellow), 'Set Idea Manager per Category', and 'Ideas in Under Review'.
2. Click on "Add User"	
3. Fill in the account information, the user need to change password upon first time login	
4. Select Roles as "Do not block"	<div data-bbox="548 1052 1481 1150" style="border: 1px solid red; padding: 5px;"><p> <b>Note</b> All other roles should NOT be granted</p></div>
5. Check the "checkbox" of Notify user of new account. Password and instruction will be sent to the user via email.	<p><b>Roles :</b> </p> <ul style="list-style-type: none"><li><input checked="" type="checkbox"/> Do not block</li><li><input type="checkbox"/> Ideas manager</li><li><input type="checkbox"/> Internal User</li><li><input type="checkbox"/> Local Admin</li><li><input type="checkbox"/> Share Agent</li><li><input type="checkbox"/> SSO user</li><li><input type="checkbox"/> Support Admin</li></ul> <p><input checked="" type="checkbox"/> Notify user of new account</p>
6. Fill in the Personal Information	
7. Fill in the <b>SITE- ENTITY GROUP</b> which is the name of tenant site. This determine which tenant site that this external user access to (e.g. Entreprises Extérieures Tavaux)	

8. Select "User Type" as **External** (This is important setting that restrict the external user stay within the assigned tenant site)

9. Select the "External Company"

10. Click on "Create new account"

**Personal Information**

**Full Name :** \*  
Tavaux ext test 2

**Title :**

**Country :**  
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**SITE - ENTITY GROUP :** \*  
Entreprises Extérieures Tavaux

**Internal Company :**  
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**User Type :** \*  
External

**External Company :**  
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[Create new account](#)