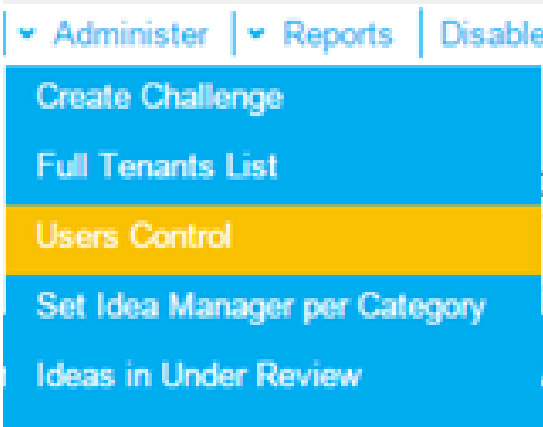
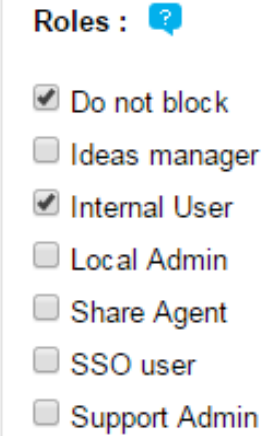


Create internal user account (manually)

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

Note

This account is created only for those employee who do not own Solvay account (NTLogin)

Procedure	Screenshot
1. Go to Administer > User Control	 A screenshot of a web application's navigation menu. The menu is open, showing several options: 'Administer', 'Reports', and 'Disable' at the top. Below these, there is a list of 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 (Email can be a fictive email address)	
4. Select Roles as "Do not block" and "Internal User"	 A screenshot of a 'Roles' selection screen. The title is 'Roles : ?'. Below the title is a list of roles with checkboxes: 'Do not block' (checked), 'Ideas manager' (unchecked), 'Internal User' (checked), 'Local Admin' (unchecked), 'Share Agent' (unchecked), 'SSO user' (unchecked), and 'Support Admin' (unchecked).
5. Fill in the Personal Information (Full Name, title, etc)	
6. Fill in the SITE- ENTITY GROUP which is the name of tenant site. (or copy the value from the SITE-Entity Group of its local admin profile)	

7. Select "User Type" as **Employee**. Click on "Create new account"

Personal Information

Full Name : *

Title :

Country :

SITE - ENTITY GROUP : *

Internal Company :

User Type : *

External Company :

Create new account