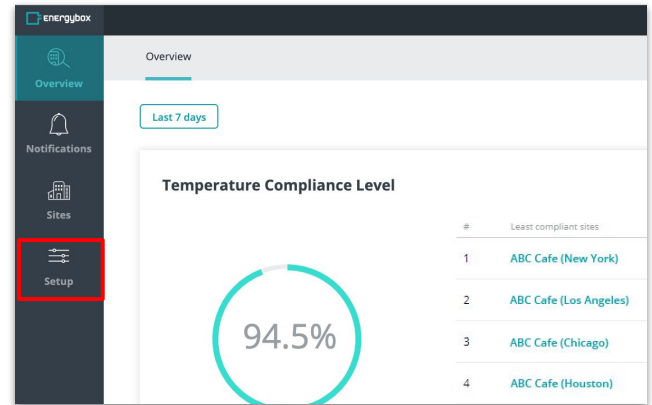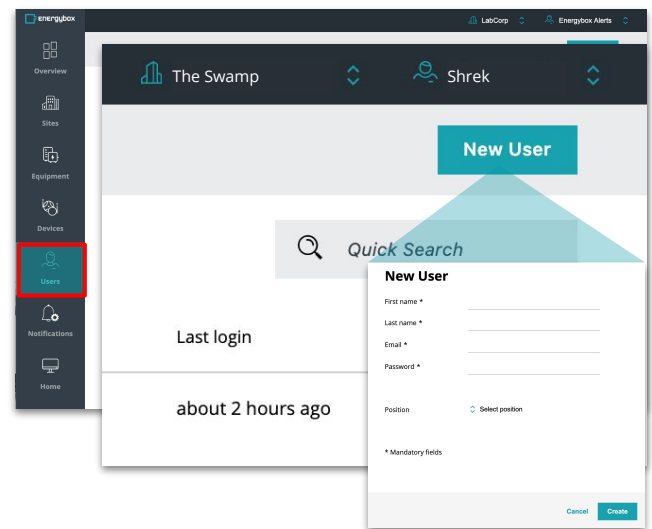1 Click the "**Setup**" button on the bottom left of the menu bar. This will take you to the Admin side of the platform.

2 Click the "**Users**" button on the bottom left of the menu bar and then click "**New User**" in the top right corner.

A pop-up will appear, where you must enter the new User's first and last name, email, and password.

3 The new User will appear in the user list. Clicking on their name will take you to their profile.

This is where you can define their time zone, measuring system, site access, and permission level.