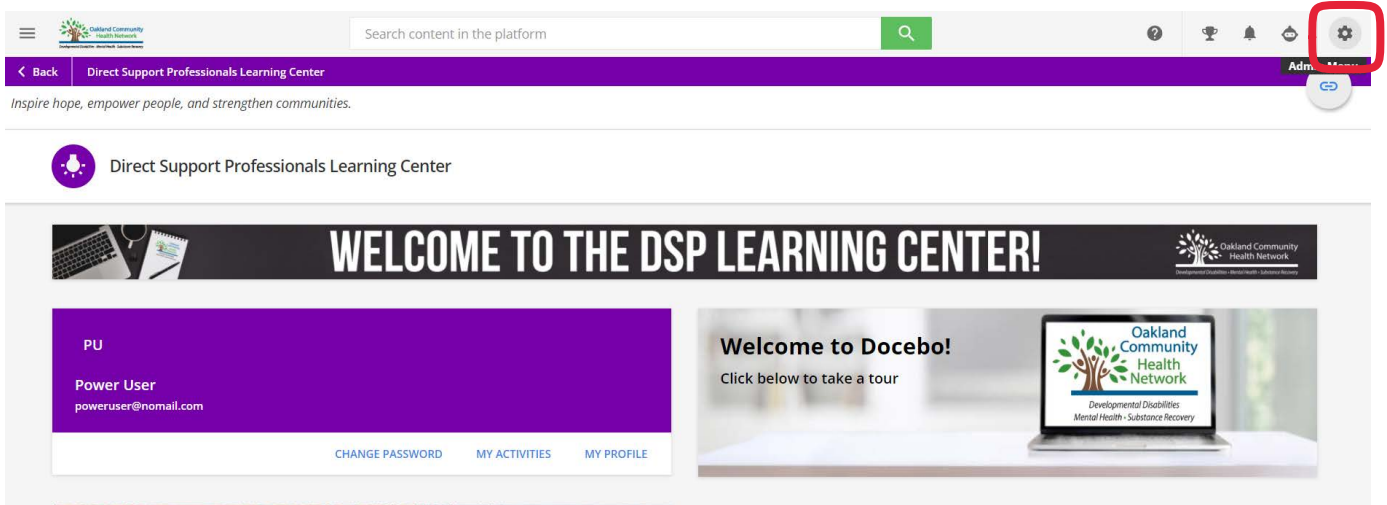
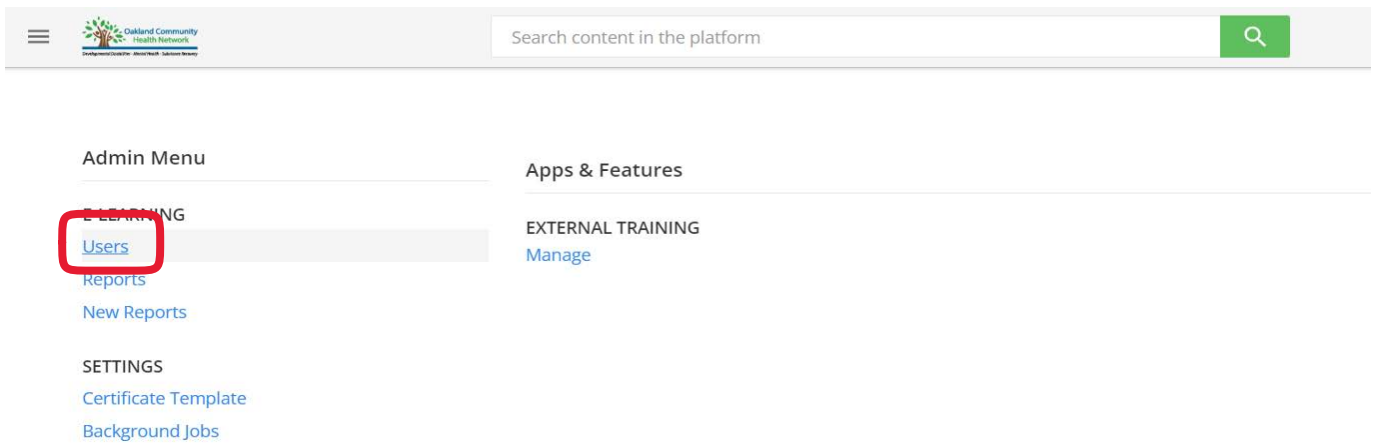


Creating a User (as a Power User)

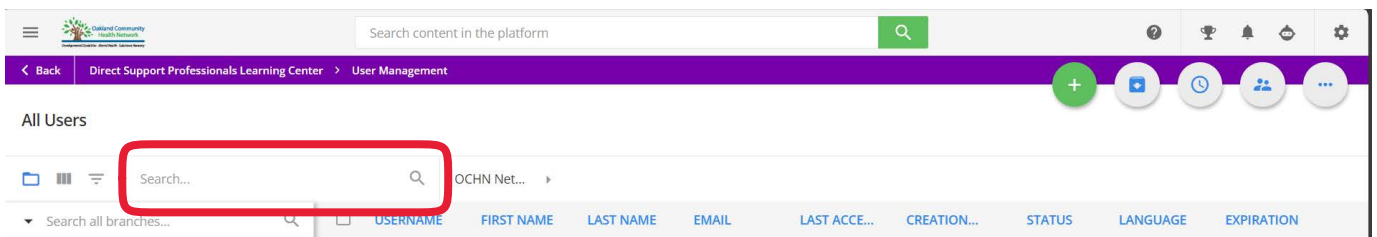
1. Log in to your Docebo account
2. Open the Admin Menu by clicking on the Gear icon at the top right corner of your homepage



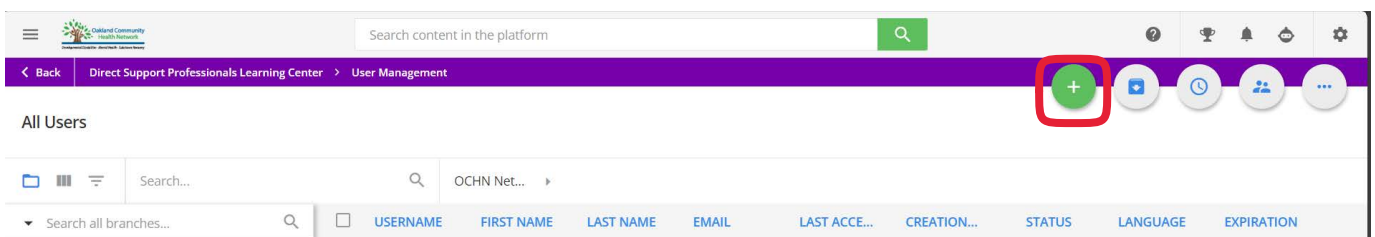
3. Select "Users" from this menu



***From the Users page, you can search you employee by name or Username to ensure that user does not already exist in Docebo



4. If the user does not already exist, you can continue on to adding the employee as a new user. Select the green '+' circle



5. Once you select 'New User' you will be directed to the first page of user creation.

New User

In order to create a new user, please complete all of the following steps.

1 General Information — 2 Branches — 3 Additional Fields — 4 Team Members

Please provide the information for the user you're going to create

User Information

Username * **First 4 digits of Employees date of birth (mm/dd) followed by last 4 digits of Employees Drivers License/State ID #** Level User

Email **Employees ACTIVE email address** Email Validation Status Unverified

First Name **New users first name** 0/255 Last Name **New users last name** 0/255

As the Power User, you will create a password for New Users initial sign in

New Password * 👁 Retype Password *

Force users to change their password at their first login

If you would like users to change their passwords on their first log in, you can toggle the above switch on (switch will appear green when 'on'). If you do not turn this feature on, users password will remain the one set by Power User until either User or Power User changes.

User Status

Expiration **Do not enter an expiration for new user** 📅

Activate user at the end of the creation process

****Please ensure that the above toggle is green. This action activates the user at the end of your creation process. If this toggle is not on, the user has not been activated and will have trouble logging in.**

NEXT CANCEL

6. The next page of user creation is to indicate the new users primary employer.



New User

In order to create a new user, please complete all of the following steps.



General Information



Branches



Additional Fields



Team Members

Assign the user to a branch of the organization chart by selecting an item below

2 items Selected

▼ Search all branches... 

[← Back to OCHN Network](#)

 **Direct Support Professional**

The name of your organization will appear here

You will want to ensure that a green check mark appears in the box next to your organizations name, as seen above. If this box is not marked, your user will not be associated with your organization.

1 - 1 of 1

[PREVIOUS](#)

NEXT

[CANCEL](#)

7. The next page will collect information about your New User including information regarding what Learning Plan the user will be enrolled in at the end of the creation process.

✕ New User

In order to create a new user, please complete all of the following steps.

✓ General Information — ✓ Branches — 3 Additional Fields — 4 Team Members

Fill in the additional fields

Additional fields that are associated with the branches to which the user has been assigned

Hire/Start Date *	<input type="text"/>	Job Title *	<input type="text"/>
Drivers License # *	<input type="text"/>	Date of Birth (mm/dd) *	<input type="text"/>
Learning Plan Type *	<input type="text"/>	Assisting people with eating/swallowing disorders *	<input type="text"/>
Supporting Wheelchair Use/Immobility Positioning/Lifting a...	<input type="text"/>	Autism Spectrum Disorder *	<input type="text"/>
Intro to Feeding Tubes *	<input type="text"/>	Supporting Individuals with Seizures *	<input type="text"/>
Diabetes Support and Monitoring *	<input type="text"/>		

PREVIOUS


NEXT

CANCEL

The choice made in the "Learning Plan Type" drop down menu will let Docebo know what Learning Plan to enroll the new user in. This is a mandatory field. Selecting N/A will allow you to move forward with the creation process but will not enroll the new user in any courses.

The following are supplementary courses. These fields are also mandatory. If the new user is in need of these courses based on individuals they will be working with, the power user can select 'Yes'. This selection will enroll the new user in that course, if the power user selects 'No' or 'N/A', the new user will not be enrolled in these courses. The user can also be enrolled in these courses at a later date by editing the user.

8. After selecting 'Next', the following page will allow you to add the new user to your team in Docebo.

 **New User**
In order to create a new user, please complete all of the following steps.

General Information — Branches — Additional Fields — **4** Team Members — **5** Review

Please select all of the team members of the user you're creating.

Manager Information


User does not have a Direct Manager

Direct Manager **You can enter your name, as the Power User here, to add/manage the new user from your 'My Teams' page**

This user manages a team





[PREVIOUS](#) [CREATE USER](#) **REVIEW** [CANCEL](#)

9. Once this process is complete, Select the 'Review' icon to review your user one more time before creation.

 **New User**
In order to create a new user, please complete all of the following steps.

General Information — Branches — Additional Fields — Team Members — **5** Review

From here, you can fully review your user and decide if the information is correct, or if something needs to be edited.

<p>General Information Edit </p> <p>Username: 12345678 Email: testuser@yahoo.com First Name: Anonymous Last Name: Test Level: User Language: English Expiration: Email Validation Status: Unverified Date Format: Time Zone:</p>	<p>Additional Fields Edit </p> <p>Hire/Start Date: 2023-10-02 16:13:51 Job Title: Tester Drivers License #: U012345678 Date of Birth (mm/dd): 12/34 Learning Plan Type: Licensed/Specialized Residential 24/7 Assisting people with eating/swallowing disorders: N/A Supporting Wheelchair Use/Immobility Positioning/Lifting and Transferring: N/A Autism Spectrum Disorder: N/A Intro to Feeding Tubes: N/A Supporting Individuals with Seizures: N/A Diabetes Support and Monitoring: N/A</p>
<p>Branches Edit </p> <p>Direct Support Professional Alternative Services, Inc.</p>	<p>Organization Edit </p>

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