**Part 1**

**Hello and welcome to the tutorial on learning how to add users as an administrator of your website.**

**During the video I’ll show you on the ‘My Website’ page which function you’ll require and then I’ll go through step by step process of adding a user and resetting the password for this user.**

**I’ve logged into Createit as you can see and currently on the ‘My Website’ main page. From this page I will be clicking ‘User Accounts’ which will be the area you’ll need to go for anything user related. Once this loads, on the right you will see the section for adding a new user.**

**Part2**

 **I’m going to begin by entering a username followed by an email address for the person – then I’ll add a name. This can be the name of the individual or generic ‘admin’ – once this has been entered then you’ll need to decide on the role of the user.**

**In deciding the role the ‘editor’ doesn’t have access to the users section while ‘administrator’ does so this is just down to your own preference. For this tutorial I will be selecting ‘administrator’ as the role and then lastly you will key in a password for this user account.**

**Part3**

**I will next show you how to password reset a user so alternatively they can enter their own password for the account.**

**This is done by simply moving your mouse across to the user you’d like to reset the password for and click ‘reset password’ next to the user account. This will then send an email for the user to login and will prompt for a new password upon entering the system for the first time.**