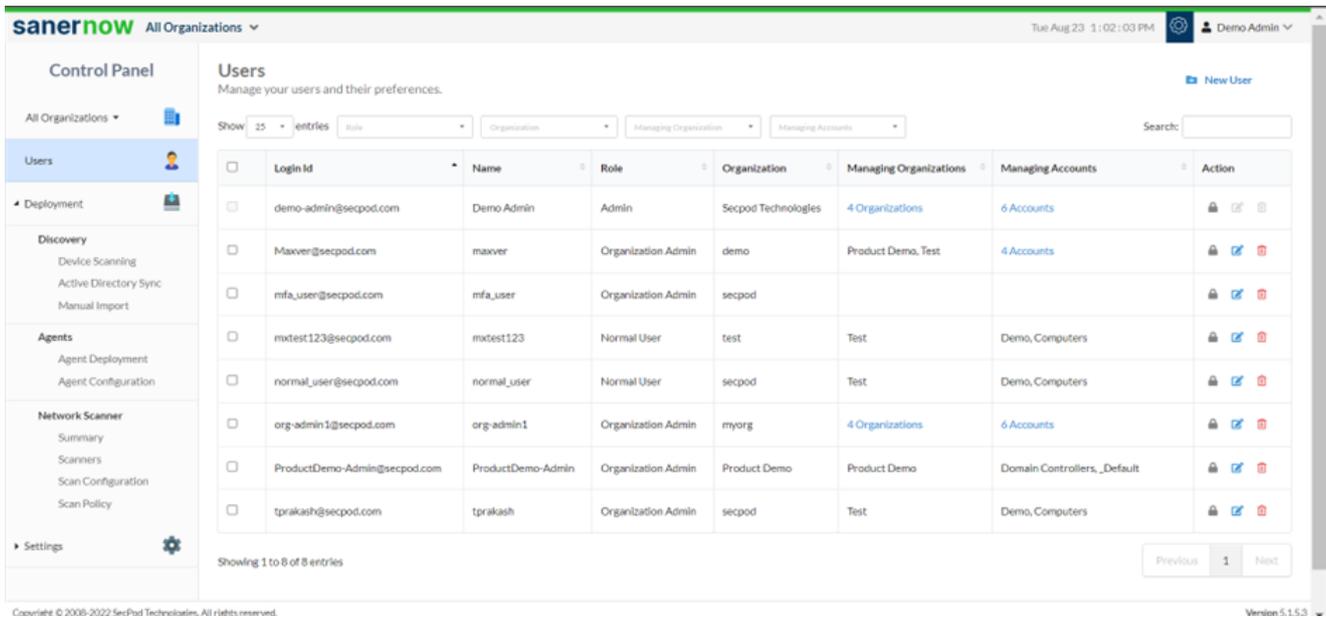


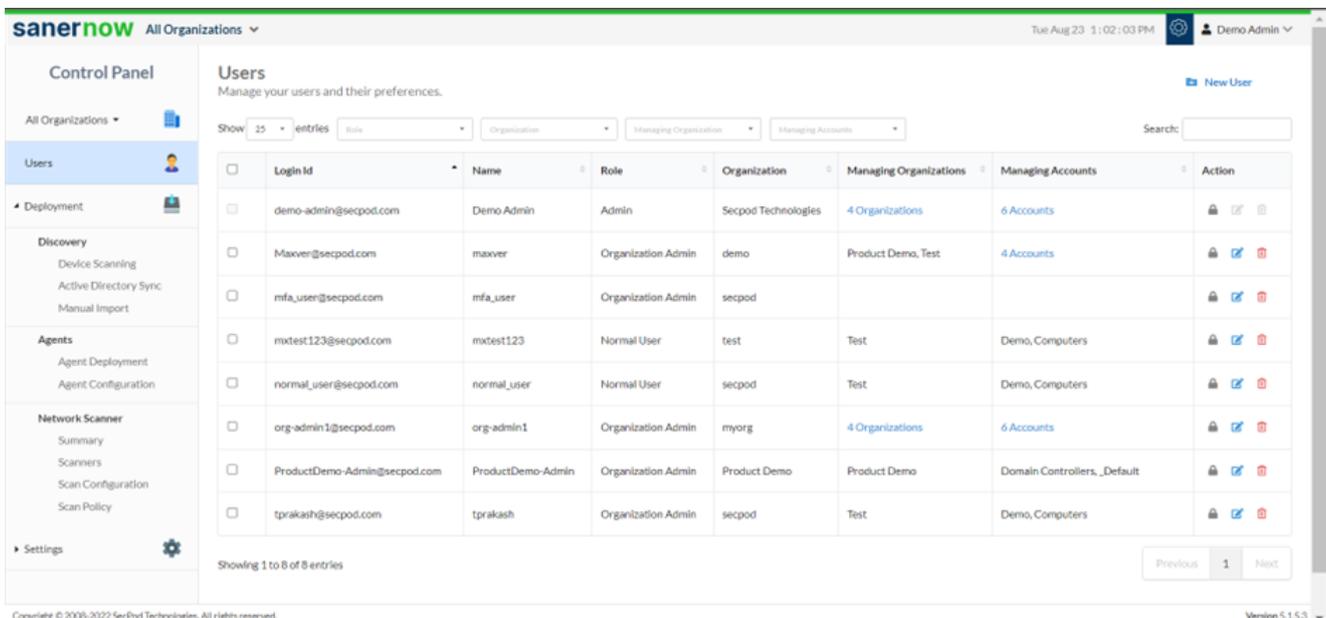
How to create a new user in SanerNow?

To create a new user in SanerNow, go to **Control Panel** in the visibility dashboard.

1. In **Control Panel** settings, click on **Users**. You will land on the Users page.

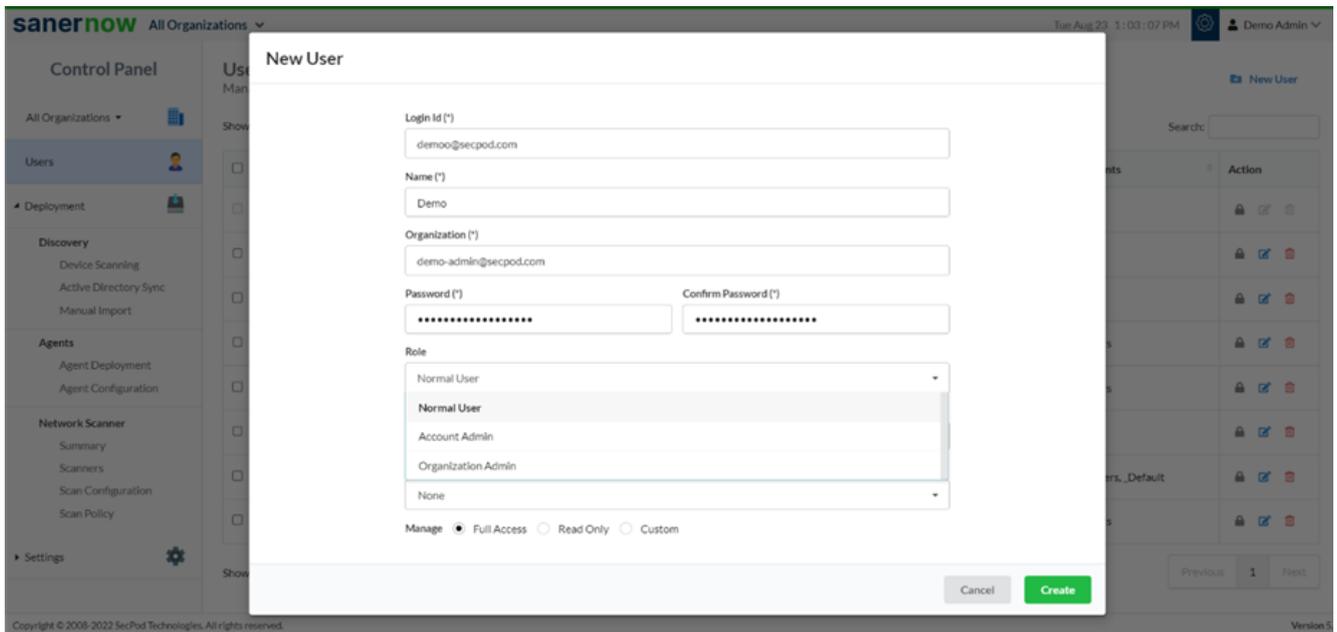


2. Click on **New User**. You will be displayed with New User Window.

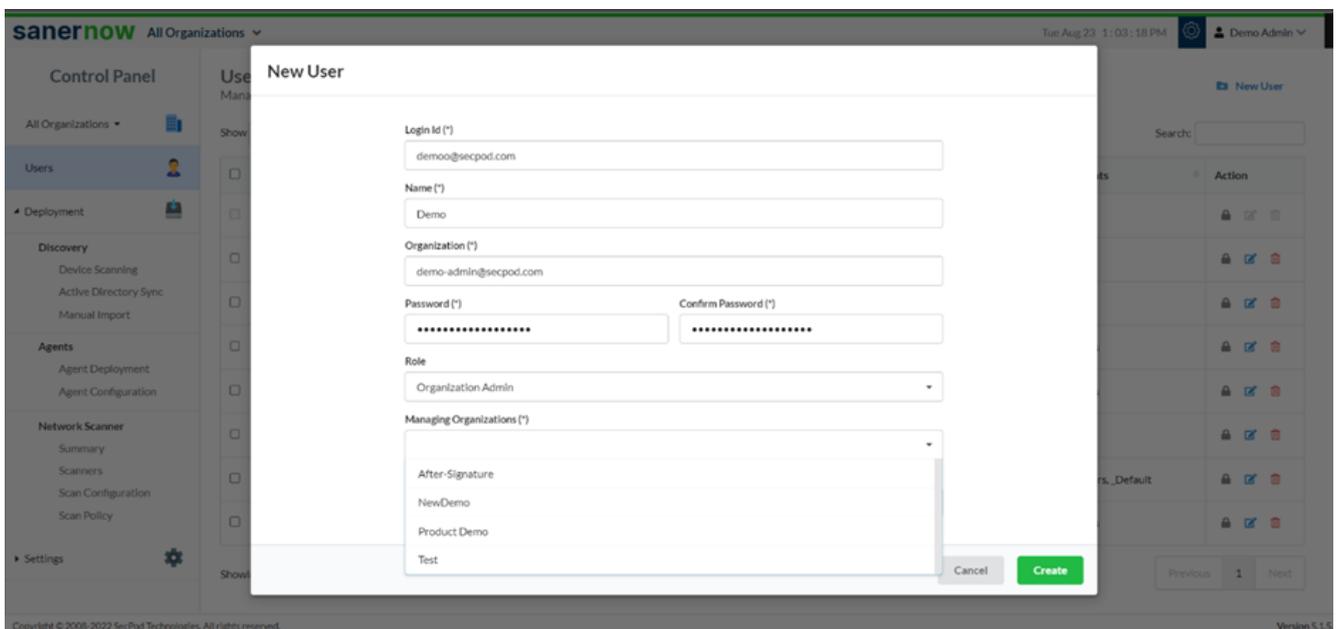


3. Please fill up all the details like **Login Id**, **Name**, **Organization** and set its **password**, **Role**, **Managing organization**, and **MFA Policy**.

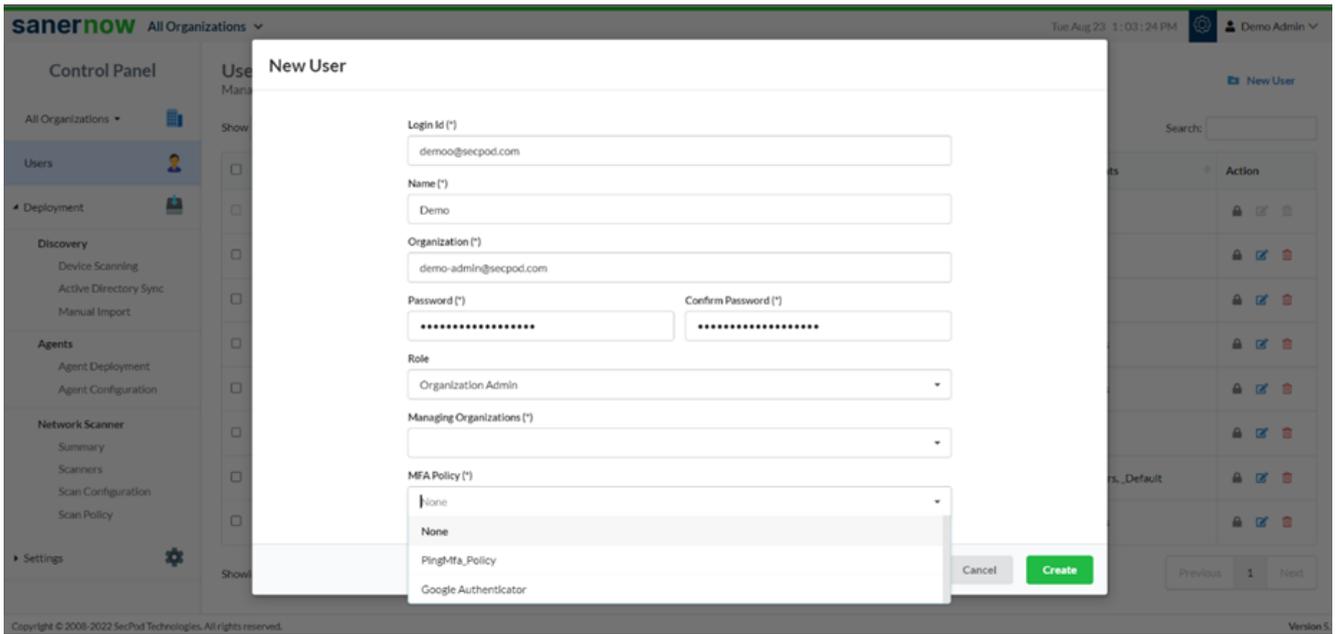
4. To set the Role of the new user, you have two roles: **Normal user and Account Admin.**



5. You can assign the organization to manage the new user. SanerNow facilitates the dropdown options to select the organization.

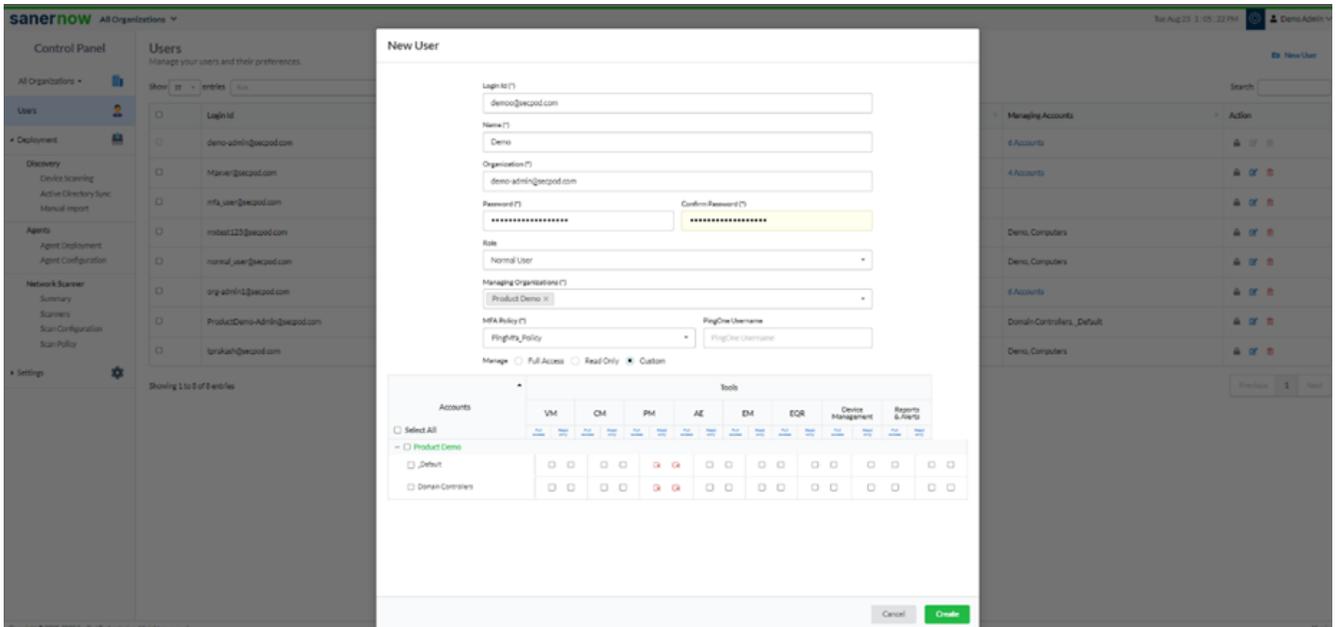


6. Select the **MFA policy**. You can choose Google Authenticator or PingOne.



7. You can also give access to the new user:

- Give Full access
- Read Only
- Custom access in each Tools



That's all. You created a new user in SanerNow.