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.

Control Panel	User: Manage	S your users and their preferences.				a Nev	v Use	e		
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Discovery Device Scanning	•	Maxver@secpod.com	maxver	Organization Admin	demo	Product Demo, Test	4 Accounts	-	ß	۵
Active Directory Sync Manual Import	0	mfa_user@secpod.com	mfa_user	Organization Admin	secpod			-	8,	۵
Agents	0	mxtest123@secpod.com	mxtest123	Normal User	test	Test	Demo, Computers	a	ß	۵
Agent Configuration	0	normal_user@secpod.com	normal_user	Normal User second Test		Test	Demo, Computers		ß	۵
Network Scanner Summary	0	org-admin1@secpod.com	org-admin1	Organization Admin	myorg	4 Organizations	6 Accounts	-	ß,	۵
Scanners Scan Configuration	0	ProductDemo-Admin@secpod.com	ProductDemo-Admin	Organization Admin	Product Demo	Product Demo	Domain Controllers, _Default	-	ß	۵
Scan Policy	0	tprakash@secpod.com	tprakash	Organization Admin	secpod	Test	Demo, Computers	-	ß	۵
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2. Click on **New User**. You will be displayed with New User Window.

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Scan Policy		0	tprakash@secpod.com	tprakash	Organization Admin	secpod	Test	Demo, Computers	≙ ♂ ₫							
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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**.

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

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

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- 7. You can also give access to the new user:
 - Give Full access
 - Read Only
 - Custom access in each Tools

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