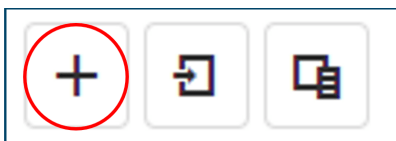


# WIN Career Readiness System: Create a New User

[winlearning.zohosites.com/WIN System/crs-create-a-new-user](http://winlearning.zohosites.com/WIN%20System/crs-create-a-new-user)

Choose **User Administration** under the Admin tab to open the User Administration menu and click the plus icon at the top right of the screen.



From the drop-down box select a user type. Choices are based upon your permission levels. You must select the user type and organization and fill in the user's first name, last name, email address, password, and unique identifier. When this required information is filled in, additional fields will appear for optional information. When you are finished entering the user's information, click the Save button.

### Add New User

Personal Information

User Type: \*

Organization: \*

First Name: \*

Middle Name:

Last Name: \*

Email: \*

Password: \*

User must change password at next logon

**Add New User**

SpeechStream

Enable:

Extended Assessment Times

	Adjust By	Value
<b>Essential Soft Skills Credential</b>		
Essential Soft Skills Assessment	None	0
<b>Digital Literacy Credential</b>		
Digital Literacy Assessment	None	0
<b>Work Ready Credential</b>		
Math Assessment	None	0
Reading Assessment	None	0
Data Assessment	None	0

Cancel Save

Note: Add new users that are below your own permission level. For example, top administrators can enroll everyone, including location administrators, facilitators and learners. Location administrators can enroll facilitators and learners. Facilitators can enroll learners. Learners cannot enroll or self-enroll in the portal.

