1. Log into the Agile Web Portal at [portal.agiletix.com](https://portal.agiletix.com/)



2. On the left side of the screen, select the **Users** icon.



3. Click the **Add New** **User** icon in the upper left-hand corner.



4. Enter the **Full Name** of the individual.



5. Enter user's **AKA Name**, **Email Address**, and **Phone Number**.



6. Give the new user a **Username.** ***Note***: **You will not be able to change the username after it is assigned.**



7. Give the new user a **Temporary Password**. When the user logs in for the first time, they will be prompted to change their password. The new **Password** must contain at least one uppercase alphabetic character, one numeric character and one of the following special characters: !#$%&@. The **Password** must also be between 8 to 15 characters in length.



8. Check the **Require Password Change at Next Login** box. This will make the user create a new secure password that only they will know.



9. As the account administrator, you must assign the new user a**Security Role**. This will determine what level of permissions the user has within the software.



10. Once you have entered all the information above, click **Save Changes** to create your new user.

