

Creating Users Manually

Instead of bulk uploading an entire list of users, you can upload users manually one at a time.

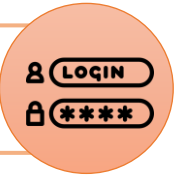
1

Log into your Admin account and click on Admin Dashboard. Then, in the lefthand menu, click on **Manage Institutional Users**, then click the orange **Create** button.



2

On the right side of the popup window, select Regular User Role for a general account, or Admin User Role for an administrator account. Then, type in the desired username and password. ****The username for Admins must be an email address**** If creating a Gsuite user, check the Gsuite Account box above the Username box and type in the desired email address. ****Email must be linked to an active Gsuite account and must use the domain name provided to JLG****



3

When finished, click **Create**. You can view all created users in the list below.



For more help and information, click [here](#). Scroll down to **Instructional Materials** for various how-to documents or check out our Tutorial videos at the top of the page. Still have a question? We're happy to help! Feel free to contact our Customer Service department via phone, email, or online chat at customerservice@juniorlibraryguild.com.

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