

How to create a new user

This documentation, including images, videos and text, is accurate as of Version 5.12 of Pascal.

We strive to keep our documentation up to date with each release to ensure it remains a reliable resource for our users. However, given the dynamic nature of our software development, there might be instances where changes introduced in subsequent versions are not immediately reflected in this documentation. We encourage users to refer to [the latest release notes](#) and to use the feedback mechanism for any discrepancies or requests for clarification.

A new user can be added to an organisation by an organisation owner or admin.

- 1 Click on your initials in the top right corner.
- 2 Select Settings besides your Pascal environment's name.
- 3 Navigate to the Users page in the Organisation section.
- 4 Select the Add user button.
- 5 Fill in the required information and select Apply.

Once the new user has been created Pascal will send an email to that user that will allow them to activate their account.

Additional information, such as user role, can be added to the account by clicking the Pen icon.

It is also possible to import multiple new users at once via [bulk importing](#).