

How to add users to Pascal

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.

To invite a user to your Pascal environment, follow the below steps:

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

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

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, after they have accepted the invitation to the environment.

It is also possible to import multiple new users at once via bulk importing:

- 1 Click on your initials in the top right corner.
- 2 Select Settings next to the environment name.
- 3 Navigate to the Import users page in the Organisation section.
- 4 Upload the file in the correct file format containing user information.

- If you are unsure about the file format, a preview can be downloaded by selecting CSV or JSON on this page, depending on your preferred file type.

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Check the presented information, and click on the Import button when all displayed details are correct.

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