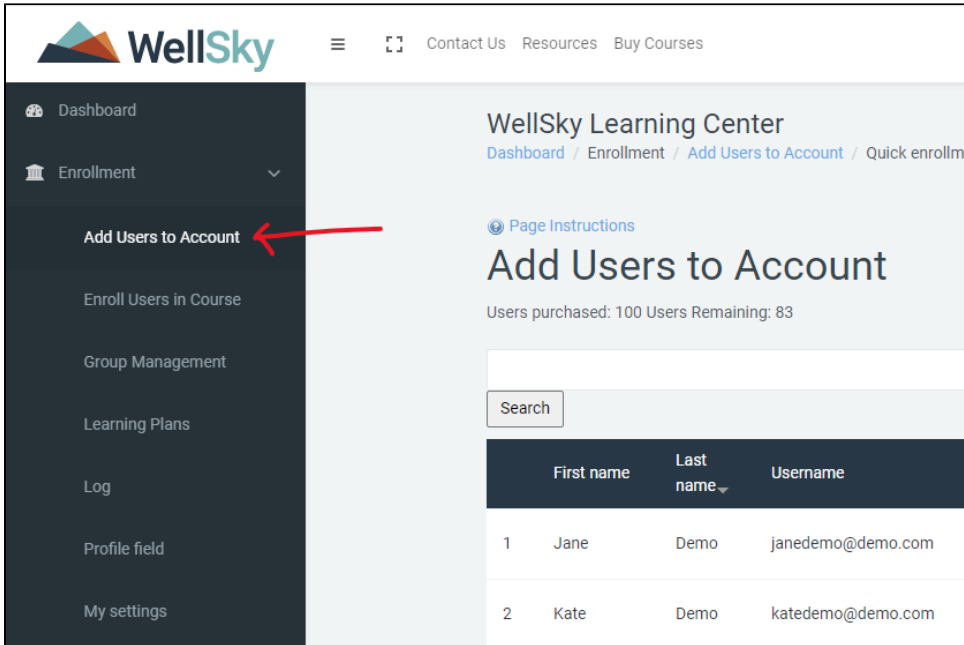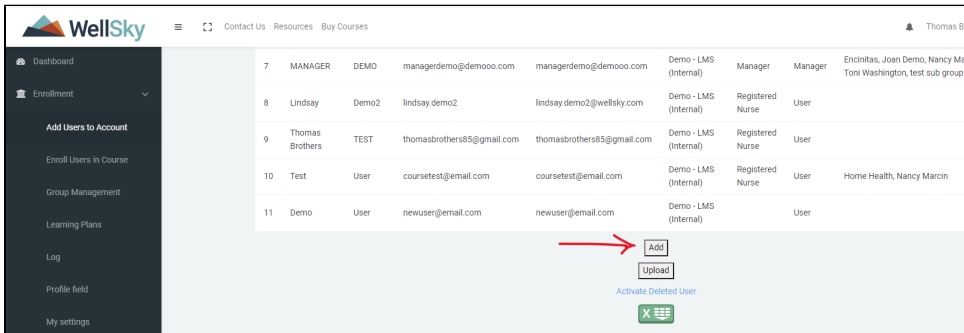# Enrollment Block: Add Users to Account

Step-by-step guide

Under **Enrollment**

1. Click **Add Users to Account**

2. Click the **Add** Button

3. Enter the require fields (**User's Email, Full Name, User Type**)
   The user's email address will also be their username.

4. Click Create Account Button
   An automatic email will be sent to the email address provided with the user's login credentials.
   If The user never receives the email their login credentials by default will be:

   username: email address provided
   password: password (user will be asked to update password upon logging in)