

Add New User or Team Project

You can add new Users or create collaborative team projects. When you add a new User of Project they are automatically placed in your User Tree and you can access their files through the **My Coachees** tab.

- Input a Username and Password
- Type in First, Last Name, and Email Address
- Click Add User

The screenshot shows a web application interface for a coach. At the top, there is a navigation menu with links: Home, About, Testimonials, FAQs, Contact, My Plan, Coach Console, and Logout. The user is logged in as 'Coach Demo'. Below the navigation, there are tabs for 'Coaching Process', 'My Coachees', 'Manage Users', and 'Coach's Idea Journal'. The 'Manage Users' tab is active, and within it, the 'Add New User or Team Project' sub-tab is selected. The main content area features a 'User Tree' icon and a green plus sign. Below this, there is a text prompt: 'Use this form to register a new user and add them to your group. All fields are required.' The form contains the following fields: Username, Password, Re-enter Password, First Name, Last Name, and Email Address. At the bottom of the form are two buttons: 'Add User' and 'Clear Form'.

- **Add New Users:** when you add a new user here, this automatically places that person into your sub-user folder under you. You can also make a project a User and let other people have password access to that project for collaboration.
 - You will want to protect your own password since you have admin access with your login, so refrain from patterning passwords for new users after yours, or just change yours to something else so it can't be guessed.
 - Note that passwords for users who are listed under a coach will be visible to that coach, but they will see only their own name and the names of those under, but not above them.

