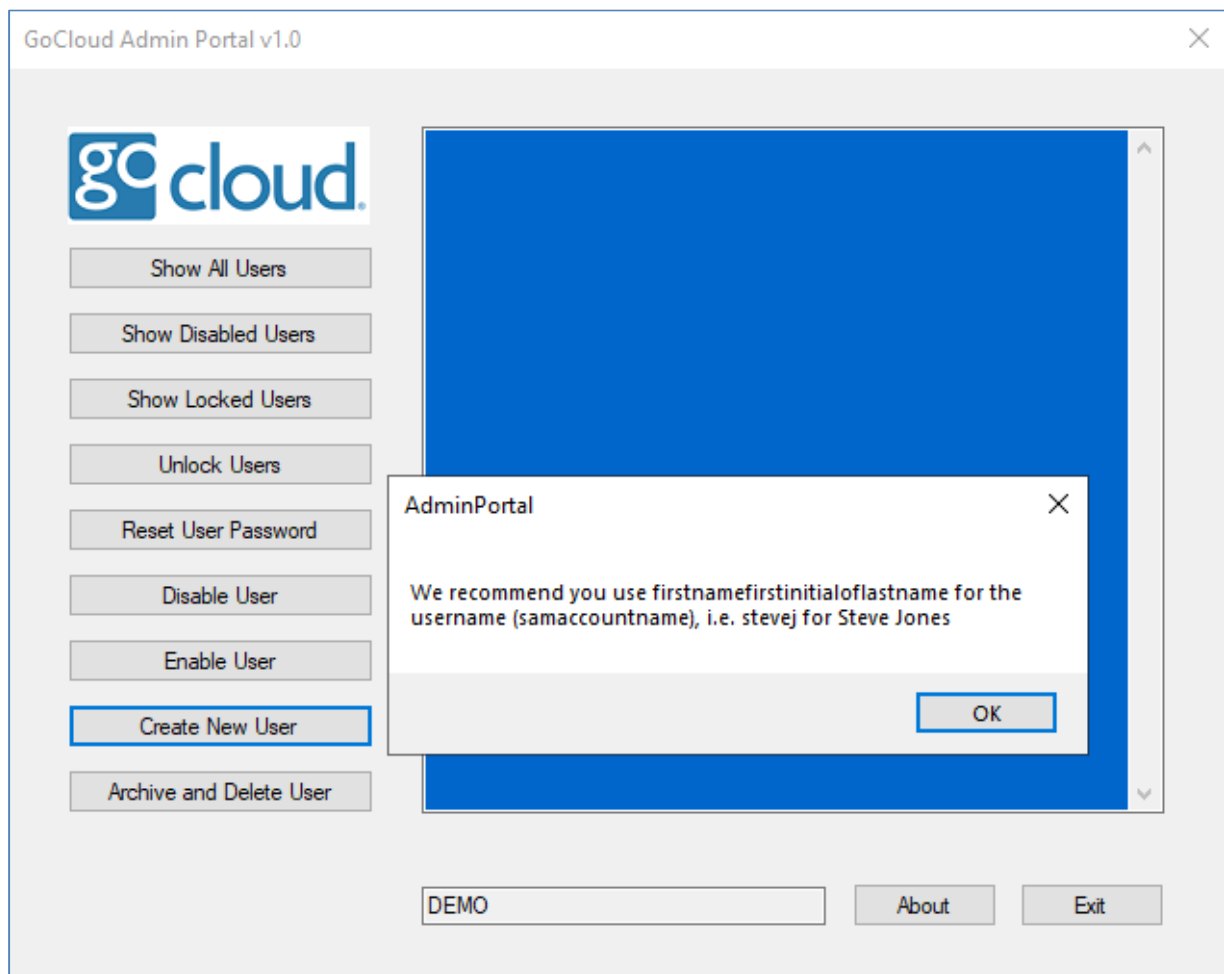




Creating a User

Open the “GoCloud Admin Portal” program from the desktop, select “Create New User”.

Select OK on the username information box.



The create new user screen will appear and request that you type in the username.

We recommend you use the format `firstnamefirstinitialoflastname` for the username i.e. paulr for Paul Rodgers

When requested enter the firstname i.e. Paul

When requested enter the lastname i.e. Rodgers

```
enter username (samaccountname): paulr  
enter firstname: Paul  
enter surname: Rodgers_
```

It will then request a new password - this must contain 8 characters from 3 of the following categories:

- English uppercase characters (A through Z)
- English lowercase characters (a through z)
- Numbers (0 through 9)
- Non-alphabetic characters (for example, !, \$, #, %)

Repeat the password when requested.

```
you have successfully created the username:
```

```
paulr@DEMO
```

```
Press Enter to continue...: █
```

The new full username will now appear on the screen with the @ symbol, which is the one they will need to use when logging onto the Hosted Desktop.

Press enter to continue and finish the action.

You can select "Show all Users" to see the new user in the list.



Name	samaccountname
Steve Jones	stevej
Mike Foster	mikef
Tim Roberts	timr
Susan Cliffe	susanc
Emma Watts	emmaw
Paul Rodgers	paulr