

# Adding Users to Moodle

## Step 1

After logging in, scroll down to the Setting box in the lower left corner. Click **Site administration** then **Users** then **Accounts** then **Add a new user**



## Step 2

Fill in all the fields with red labels and asterisks. Note the password requirements. Firstname, year, and an ending symbol is an easy combination (e.g. John2013!). Be sure to note the username and password so you can send this login info to them. You cannot see their password after you move on from this screen. When you are done, scroll to the bottom and click **Update Profile**.

### General

**Username\***

Choose an authentication method  [?](#)

The password must have at least 8 characters, at least 1 digit(s), at least 1 lower case letter(s), at least 1 upper case letter(s), at least 1 non-alphanumeric character(s)

**New password\***   **Unmask**

Force password change  [?](#)

**First name\***

**Surname\***

**Email address\***

Email display

Email format

Email digest type

Forum auto-subscribe

Forum tracking

When editing text

AJAX and Javascript

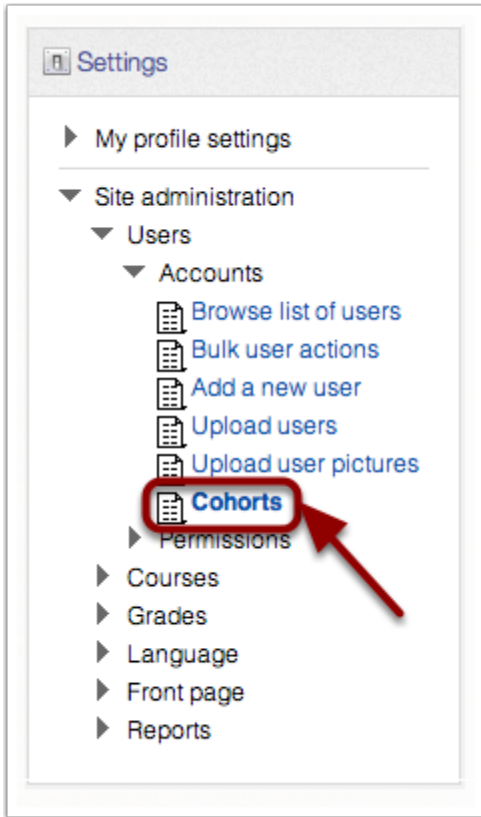
Screen reader  [?](#)

**City/town\***

**Select a country\***

### Step 3

In the **Settings** box, go to **Cohorts**



### Step 4

Look for the appropriate Cohort and click **Assign**

System: available cohorts

NAME	COHORT ID	DESCRIPTION	COHORT SIZE	SOURCE	EDIT
NWRPCA Staff	NWRPCA Staff	All NWRPCA Staff	19	Created manually	<a href="#">Edit</a> <a href="#">Delete</a> <a href="#">Assign</a>
NWRPCA Old Staff			1	Created manually	<a href="#">Edit</a> <a href="#">Delete</a> <a href="#">Assign</a>
Trauma-Informed Care			0	Created manually	<a href="#">Edit</a> <a href="#">Delete</a> <a href="#">Assign</a>

A red arrow points from the right side of the table to the 'Assign' link in the 'EDIT' column of the 'Trauma-Informed Care' row. The 'Assign' link is also circled in red.

## Step 5

Search for the user in the search bar, then click the name to highlight, and click add. Repeat for all the users you need to add.

The screenshot displays the Moodle interface for managing a cohort titled "Cohort 'Trauma-Informed Care' members". It is divided into two main sections: "Current users" and "Potential users".

- Current users:** This section is currently empty, showing the word "None".
- Potential users:** This section contains a search bar with the text "redd" entered. Below the search bar, a single user is listed: "Maggie Redd, mredd@nwrpca.org". This user entry is highlighted with a red box.

Red arrows and numbers indicate the sequence of actions to add the user:

- Arrow 1 points from the search bar to the user entry.
- Arrow 2 points from the user entry to the "Add" button.
- Arrow 3 points from the "Add" button to the "Current users" section.

At the bottom of the interface, there is a "Search" field with a "Clear" button, a "Search options" dropdown, and a "Back to cohorts" button.

## Congratulations!

You have now added a user to a cohort. Any user in the cohort will be given access to the courses that cohort has access to.

### Cohort 'Trauma-Informed Care' members

Current users		Potential users
<b>Current users (1)</b> Maggie Redd, mredd@nwrpca.org	<input type="button" value="◀ Add"/> <input type="button" value="Remove ▶"/>	<b>No users match 'redd'</b>
Search <input type="text"/> Search options ▶		Search redd <input type="text"/> Clear
<input type="button" value="Back to cohorts"/>		