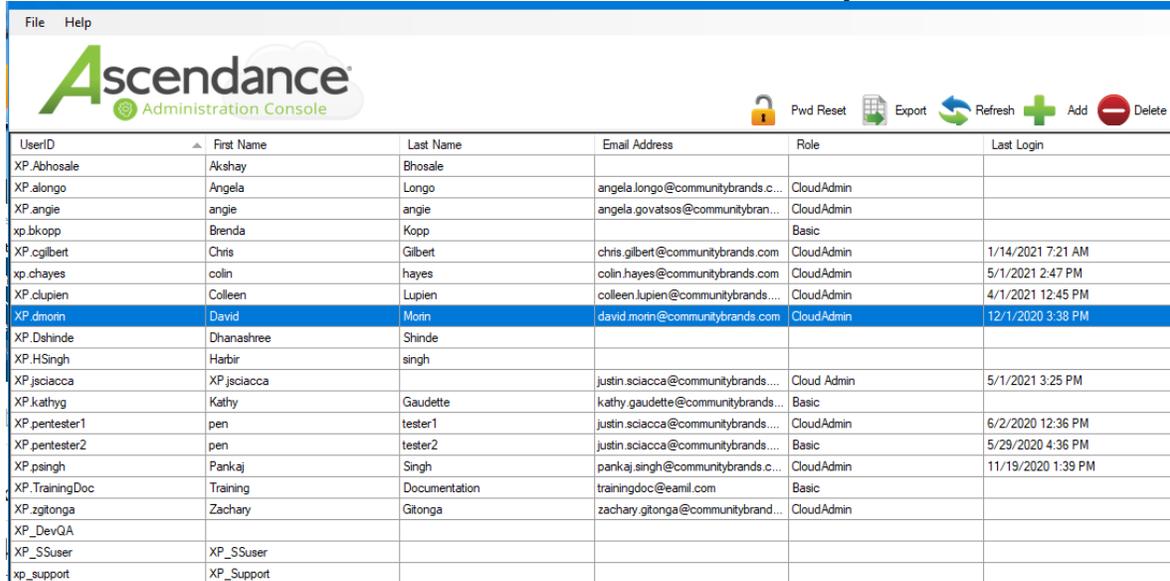


How to Create a new Cloud account based on another User

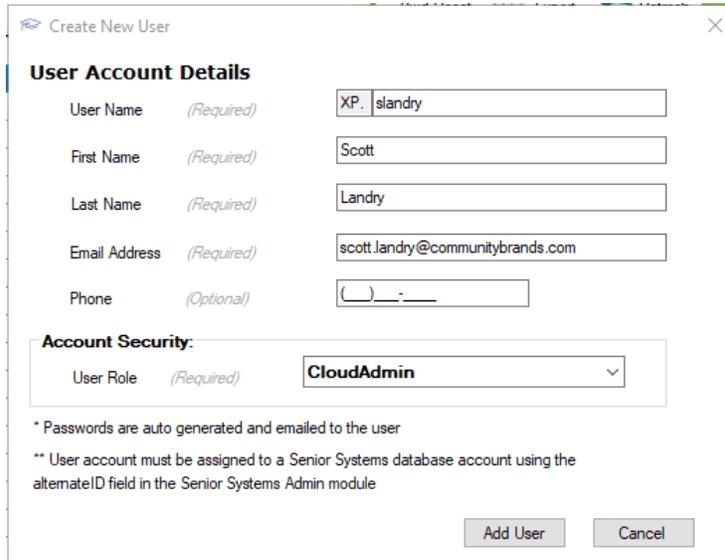
Go to the Cloud Admin module and select the user you would like to model:



The screenshot shows the Ascendance Administration Console interface. At the top, there is a navigation bar with 'File' and 'Help' menus, the Ascendance logo, and several action icons: a lock for 'Pwd Reset', a document for 'Export', a circular arrow for 'Refresh', a plus sign for 'Add', and a minus sign for 'Delete'. Below the navigation bar is a table with the following columns: UserID, First Name, Last Name, Email Address, Role, and Last Login. The table contains 20 rows of user data. The row for 'XP.dmorin' is highlighted in blue, indicating it is the selected user for modeling.

UserID	First Name	Last Name	Email Address	Role	Last Login
XP.Abhosale	Akshay	Bhosale			
XP.alongo	Angela	Longo	angela.longo@communitybrands.c...	CloudAdmin	
XP.angie	angie	angie	angela.govatsos@communitybran...	CloudAdmin	
xp.bkopp	Brenda	Kopp		Basic	
XP.cgilbert	Chris	Gilbert	chris.gilbert@communitybrands.com	CloudAdmin	1/14/2021 7:21 AM
xp.chayes	colin	hayes	colin.hayes@communitybrands.com	CloudAdmin	5/1/2021 2:47 PM
XP.clupien	Colleen	Lupien	colleen.lupien@communitybrands...	CloudAdmin	4/1/2021 12:45 PM
XP.dmorin	David	Morin	david.morin@communitybrands.com	CloudAdmin	12/1/2020 3:38 PM
XP.Dahinde	Dhanashree	Shinde			
XP.HSingh	Harbir	singh			
XP.jsciacca	XP.jsciacca		justin.sciacca@communitybrands....	Cloud Admin	5/1/2021 3:25 PM
XP.kathyg	Kathy	Gaudette	kathy.gaudette@communitybrands...	Basic	
XP.pentester1	pen	tester1	justin.sciacca@communitybrands...	CloudAdmin	6/2/2020 12:36 PM
XP.pentester2	pen	tester2	justin.sciacca@communitybrands....	Basic	5/29/2020 4:36 PM
XP.psingh	Pankaj	Singh	pankaj.singh@communitybrands.c...	CloudAdmin	11/19/2020 1:39 PM
XP.TrainingDoc	Training	Documentation	trainingdoc@email.com	Basic	
XP.zgitonga	Zachary	Gitonga	zachary.gitonga@communitybrand...	CloudAdmin	
XP.DevQA					
XP_SSUser	XP_SSUser				
xp_support	XP_Support				

Then select the + Add icon and Enter the:
User Name, First Name, Last Name, Email, and Phone (optional)
Add the User Role then click the Add User button.



The screenshot shows the 'Create New User' dialog box. It has a title bar with a close button (X). The dialog is divided into two main sections: 'User Account Details' and 'Account Security'. In the 'User Account Details' section, there are five input fields: 'User Name' (required) with the value 'XP.slandry', 'First Name' (required) with 'Scott', 'Last Name' (required) with 'Landry', 'Email Address' (required) with 'scott.landry@communitybrands.com', and 'Phone' (optional) which is empty. In the 'Account Security' section, there is a dropdown menu for 'User Role' (required) with 'CloudAdmin' selected. Below the form, there are two buttons: 'Add User' and 'Cancel'. At the bottom, there are two lines of text: '* Passwords are auto generated and emailed to the user' and '** User account must be assigned to a Senior Systems database account using the alternateID field in the Senior Systems Admin module'.