Adding Users Individually

Introduction to Exercise

Before people in your organization can begin using your Cloud Identity service, you need to create user accounts for each person. An account provides users with a name and password for signing in to their cloud services. Each user you add will require a user license.

The deployment of a Cloud Identity domain will often be done in phases. In each deployment phase, you add different types of users based on their particular focus and unique needs. The first phase of your deployment is where you'll add your technical IT users, so that they can begin using your organization's services and align the settings with your organization's IT policies.

In this exercise, you'll manually add an individual user—Alexa Bell, your IT Manager.

Exercise Directions:

1. Sign into your Google Admin console as the administrator user using **your administrator account name and password**.

2. Go to the **Users** section, then click **the yellow "Plus" button** and select **Add User**.

Because this is a new domain, there's only one Organization (Org)—the parent org—named the same as your domain. We'll add more orgs later, but for now, we can add Alexa.

Learn more about how to Add users individually.

3. In the **"Create a new user"** dialog box, create your company's IT Manager user account, entering the following information:

First name: **Alexa**

Last name: **Bell**

Primary email address: **alexa.bell@yourdomain.com**

Note: *If your account has multiple domains associated with it, use the domain (next to @) drop-down list to view the available domains. The domain you select will be the portion of the user's email address that appears after the @ symbol.*

- Each user account requires a password. You can assign a temporary, randomly generated password or manually set a temporary password. Either way, the new user will change this when signing in for the first time.

For this exercise, you should simply allow a temporary password to be assigned.

4. You can also add more profile information for Alexa, such as her contact and employee details. This information is visible in the Admin console.

Click Additional Info and enter the following user information:

Secondary Email Address: (Leave this blank if you don't have one)

Phone: 01 23 45 678

Address: 110 Main St, Cloud City

Click Next to enter Employee Details:

Employee ID:

Employee Type:

Title: IT Manager

Department: IT

Cost Center:

5. Click Create to generate Alexa's account.

Congratulations! You've added your first user in your new domain!

Notice the Show Password link that allows you to see the temporary password generated.

6. (Optional) Click Email instructions or Print instructions to deliver the account information to the new user. Use an email address that's currently accessible to the user.

7. Exit out of the window.

Now that you have a user, you can investigate some of the user-specific settings.

8. Locate Alexa's name in the Users list, click her name, and click Account.

9. In the Password section, ensure that the Require user to change password at next sign-in box is checked.

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