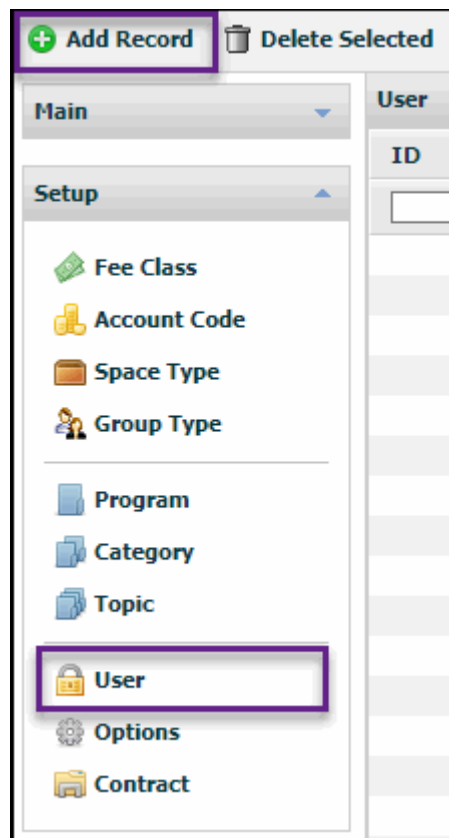# Create a New User

Add new Users with unique user profiles to support varied roles and responsibilities of staff in your organization. Specifically, User access grants each admin permission to log into the RegWerks system, with Users able to view and manipulate only those Tables, Categories, Reports, and Buildings to which they are assigned.

Adding a User

1. Under the **Setup** Menu, select **User**.

2. Next, select the **Add Record** button at the top left corner of the page.

Client Support: support@regwerks.zendesk.com

3. The User window will open, and the **User** radio button will be selected automatically.

- Complete all required fields, including **Username** and **Password**. Users will use these credentials to log into RegWerks.

- Edit access to **Tables, Categories, Reports, and Buildings** as needed, then **Save**.