

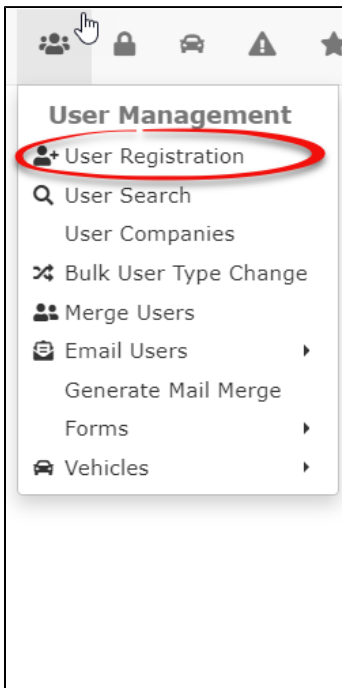
Registering a New User

User Registration allows administrators to register a user manually. When using this registration form, you will be able to assign the appropriate user type and input all other relevant information. Once the user is in the system you can add vehicles, purchase permits etc.

- [Related Content](#)

Manual User Registration

Hover over **User Management** and click **User Registration**.



The **User Registration Form** displays.



Fields with an asterisk * are mandatory. Admins with the correct permissions can control what fields are mandatory. For more information about setting up mandatory fields refer to [this wiki article](#).

User Registration Form

Personal Information

Allow user login and mark account as active

* User Type:	--- Select User Type ---
Locker User Type:	--- Select Locker User Type ---
* Username:	<input type="text"/>
* Password:	CRUKRXWVUGX <small>The user will be required to change their password upon their next login.</small>
* Email Address:	<input type="text"/>

Salutation:	<input type="text"/>
* First Name:	<input type="text"/>
Middle Name:	<input type="text"/>
* Last Name:	<input type="text"/>

* Permanent Mailing Address:	<input type="text"/>
* City:	<input type="text"/>
* Province :	Select Province
* Postal Code :	<input type="text"/>
* Local Phone Number:	<input type="text"/> Please include area code

Drivers Licence:	<input type="text"/>
Location of Issuance:	Select Province
Date of Birth:	<input type="text"/> <input type="button" value="clear"/>

? Tax Exemption Code:

Company Member Individual

? Account Number:

Receives Invoice

Student Information

(if applicable)

* Student ID:	<input type="text"/>
Same as Above:	<input type="checkbox"/> ?
Local Mailing Address:	<input type="text"/>
City:	<input type="text"/>
Province:	Select Province
Postal Code :	<input type="text"/>

Staff/Faculty Information

(if applicable)

* Employee ID:	<input type="text"/>
Department Name:	<input type="text"/>
Campus Phone:	<input type="text"/> Ext: <input type="text"/>
Mail Permit to:	Local Mailing Address

Enable the **Allow user login and mark the account as Active** checkbox. This will allow this user to self-manage on the User Portal. They will be prompted for a password change.



It is important that you select the correct **User Type**. The User type defines what options are available for the User to Purchase through the User Portal. For information about setting up your user types refer to [this wiki article](#).

Click the **Submit Registration Information for Processing** button. The **Confirm Registration Information** screen displays. Verify the information is correct. If you need to edit any information click the **Back** button. When you are ready to proceed, click the **Information Correct** button.

The **Registration Complete** screen will display. You may now add a vehicle or purchase a permit for this user.

Related Content

- [Registering as a New User](#)
- [Registering a New User](#)
- [Selecting User Profile Items](#)
- [User - Profile Tab](#)
- [Registering and Editing Vehicles](#)
- [Edit User Profile](#)
- [User Types](#)
- [User Departments](#)
- [Merge User](#)
- [User - Vehicles Tab](#)
- [User Manual Screen Grabs](#)
- [User - Payments Tab](#)