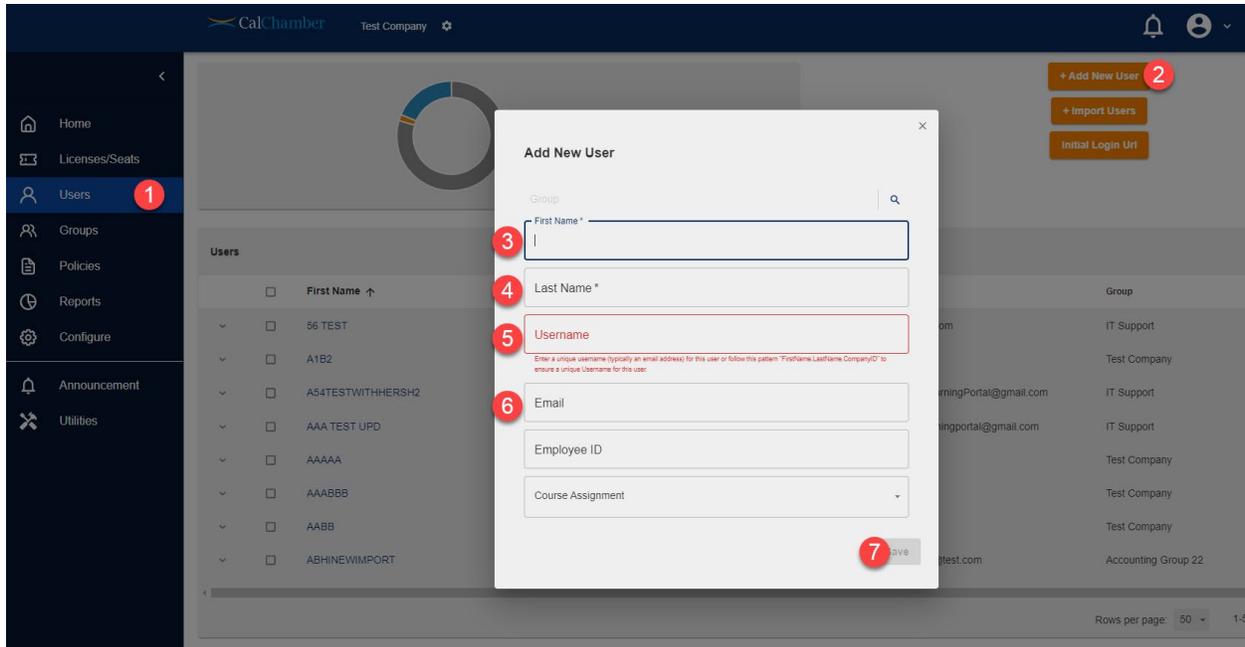**CalChamber LMS User Guide:**

Adding New Users Only to the System (individually):
If you are adding a small number of users without assigning them coursework right away, this method is extremely convenient. To add new users to the system individually, begin from the Administrator homepage and:

1. Select **Users**
2. Select the orange **+Add New User** button to open a new window and begin entering the user information.
3. **First Name** (required)
4. **Last Name** (required)
5. **Username** (required, unique) – we **STRONGLY recommend using a valid work email address** for this field. *Why?* A work email is unique and easy to remember.
   a. If no email address is available, use this format **Firstname.Lastname.CID** (the CID is your company's CalChamber ID number that can be found on your purchase confirmation email)
6. **Email** – the best practice is to repeat the valid email address used in step 5 above. If the user does not have a valid email address, the user will not receive any emails from the learning platform. This can be left blank if the user does not have an email address.
7. Select **Save*** if you are done adding information for your new user.

*At this time, if all you want to do is add a user without assigning coursework, you may hit "Save." Your new user will receive a welcome email that guides them through setting up their password and logging in. Assigning a course is not required when adding a new user. For instructions on how to add new users and assign them coursework at the same time, please see the related document, *Adding New Users and Enrolling Coursework at the Same Time (manually)* on http://www.calchamber.com/LMS