

Create users

Administrators can create any number of teachers and students free of charge.
How to proceed:

- In your account, in the gray column on the left, click on **Users**.
- Click at the top of the column *Users* on **+** or at the lower end on **Create**.
- Enter at least one person with **username** and **password** in the input mask.
- Confirm with **Create**.

Important

- Each username may only appear **once** in our database. Therefore, please choose a username according to the following scheme, for example: *fritz.muster@ort* or *fmuster@postcode*
- Activate the checkbox for **teachers**. This gives them extended access options, for example to the learning status of their students.
- You can assign users to several **Groups**. Enter these separated by commas. Example: Class 2A, IF. If a recorded group does not yet exist, it will be created.
- Confirm with **Create**.

Entering your surname and first name can simplify your work, e.g. when filtering users, but is not necessary for using **profaxonline**. These settings can be adjusted at any time in the admin account. To do this, click on **Users** and then click on the name of the person whose settings you want to change. When changing the **username**, the **password** must always be re-entered too.

Further topics in our [video tutorials](#):

- [Create and manage groups](#)
- [Acquire credit](#)
- [Assign authorizations](#)
- [Use single sign-on](#)
- [Log in with camera - use QR code](#)
- [Accompanying learning: Work plans and learning status](#)

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