

# Users

09/06/2024 10:24 am EDT



The **Settings** -> **Users** It displays the list of all users, including all roles: Training managers, teachers, and students.

This section provides an overview of the total number of users created, divided by role.

From this option, you can delete and create new users or perform bulk uploads.

USER NAME	ROL	CREATED	LAST LOGIN
Andreo Fernández andreo@ejemplo.com	Training Manager	05/08/21	14/09/22
Alon Guillermo Benitez Rodriguez alon.benitez@ejemplo.com	Teacher	05/08/21	14/09/22
Marco Antonio Tadeo Hernandez Barrio marco@ejemplo.com	Student	05/08/21	14/09/22
Jocelyn Martinez Salas jocelyn@ejemplo.com	Student	05/08/21	14/09/22
Karla Atacely Ramirez Alvarez karla@ejemplo.com	Student	05/08/21	14/09/22
Luz Maria Betancourt Ramirez luz@ejemplo.com	Teacher	05/08/21	14/09/22
Maria Elena Corpus Alcala maria@ejemplo.com	Student	05/08/21	14/09/22
Mauricio Cárdena Macías mauricio@ejemplo.com	Student	05/08/21	14/09/22

## Delete user

1. Select the user or users you want to delete.
2. Click on **Delete User**.
3. Confirm this decision.



The action of Deleting is irreversible, so you must be sure that it is the correct user and decision.

## New user

- Click on **New User**.
- Fill in the required information:
  - First Name
  - Last Name
  - Email
  - Class
  - Role
- Click on **Create**.

### New user

Create a new user



The new user is added to the general list, sorted in alphabetical order.

For quicker and more efficient user location, use the search bar or the available filters:

- By name
  - By class
  - By role
-