

**GREEN CHEETAH ACADEMY  
USER CREATION  
DOCUMENTATION**

# Description

This document provides clear and concise instructions on how to add users to the Learning Management System (LMS). It outlines the steps involved in creating new user accounts, and assigning appropriate roles and regions. This guide ensures efficient user onboarding and management within the LMS.

## ADDING A USER TO THE LMS

To add a new user on the Green Cheetah Academy LMS, the user must follow these steps:

1. Open your browser and navigate to <https://learn.mysol.ug/>.
2. You will be redirected to the login page.
3. Enter your username and password.



### SIGN IN TO GREEN CHEETAH ACADEMY

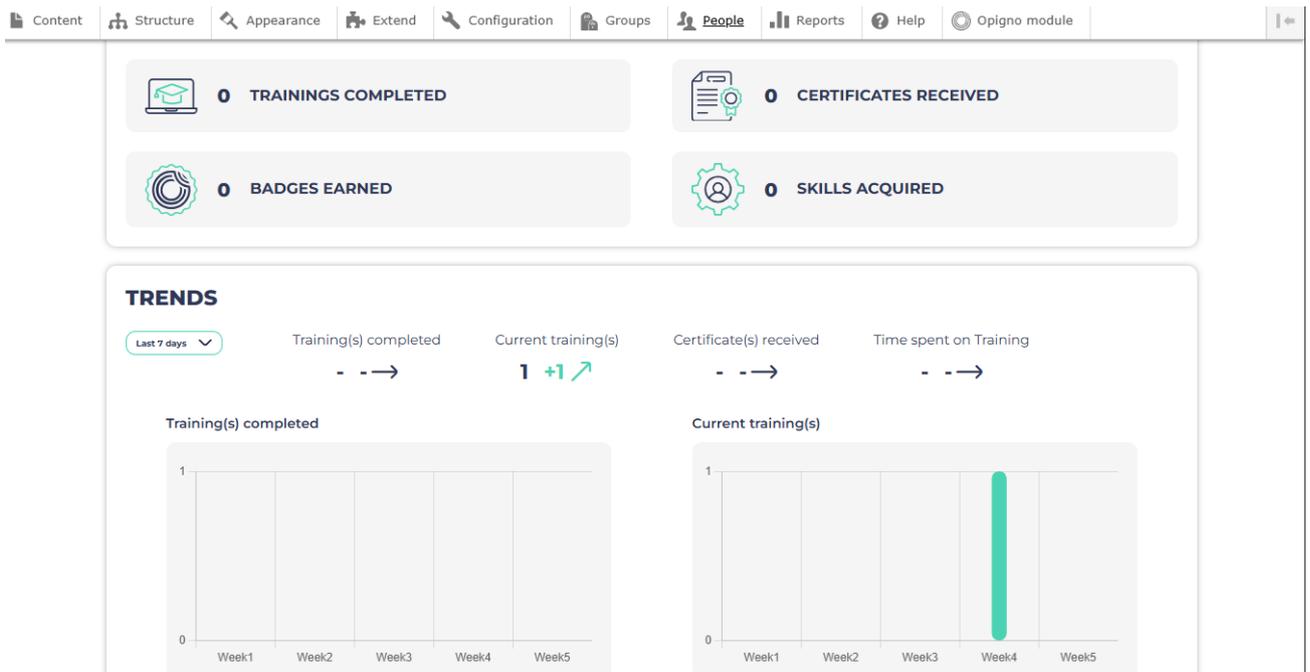
Username\*

Password\*

 [Request new password](#)

**Log in**





Upon Successful Login, select **People** on the top bar to re-direct to the People page

The interface shows the 'PEOPLE' management page. At the top, the navigation bar includes 'Content', 'Structure', 'Appearance', 'Extend', 'Configuration', 'Groups', 'People' (selected), 'Reports', 'Help', and 'Opigno module'. Below this is a header with the 'UGANDA GREEN CHEETAH ACADEMY' logo and navigation links for 'Training', 'Team Performance', 'Resources', and 'Management'. The user profile 'Okiria Paul' is visible on the right.

The main content area features a 'Back' link and the title 'PEOPLE'. There are two primary actions: 'Add user' and 'Import users from CSV'. Below these are tabs for 'List', 'Permissions', 'Profiles', 'Roles', and 'Role settings'. The 'List' tab is active.

Filters include:

- Name or Email:
- Role:
- MC Region:
- MC POS:
- Status:

Action:

Table header:

<input type="checkbox"/>	Username	MC Region	POS	Status	Roles	Member for <input type="text"/>	Last access	Operations
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Upon selecting People, you will be re-directed to the above interface where you will select **Add user** to proceed.

← Back

## ADD USER

MC First name\*

MC Last name\*

Email address   
The email address is not made public. It will only be used if you need to be contacted about your account or for opted-in notifications.

Username\*   
Several special characters are allowed, including space, period (.), hyphen (-), apostrophe ('), underscore (\_), and the @ sign.

Password\*   
 Password strength:

Confirm password\*   
 Passwords match:   
Provide a password for the new account in both fields.

### Fill in the required information

Status  Blocked  Active

Roles  Mysol Champion  
 MC  
 Field Training Team Lead  
 Field Training Coordinator  
 Regional Commercial Manager  
 Administrator

MC Contract ID

MC POS Regions

MC Region

Field Training Coordinator

Regional Manager

Assign the appropriate **Roles** to the User.

MC Mobile Number

About text formats

Text format

Basic HTML

- Allowed HTML tags: <a href hreflang> <em> <strong> <cite> <blockquote cite> <code> <ul type> <ol start type> <li> <dl> <dt> <dd> <h2 id> <h3 id> <h4 id> <h5 id> <h6 id> <p> <br> <span> <img src alt height width data-entity-type data-entity-uuid data-align data-caption>
- You can align images (`data-align="center"`), but also videos, blockquotes, and so on.
- You can caption images (`data-caption="Text"`), but also videos, blockquotes, and so on.
- Only images hosted on this site may be used in <img> tags.

MC Alternative Contact

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Profile settings

Notification

Notify user of new account

Create new account



Contact Us

Download Mobile App

Upon filling in the required information, select **Create new account** to add a new user onto the Learning Management System.

# PEOPLE

## PEOPLE

Name or Email 
 Role 
 MC Region 
 MC POS

Status

Action

<input type="checkbox"/>	Username	MC Region	POS	Status	Roles	Member for	Last access	Operations
<input type="checkbox"/>	Test Account			Active	• MC	6 minutes 17 seconds	2 minutes 44 seconds ago	...
<input type="checkbox"/>	Zaituna Namuwenge	Far East	Budaka	Active	• MC	1 day	1 day ago	...

Upon successfully adding a user, click on the **People** tab to re-direct to the People page. On this page, confirm that the user's account has been successfully added with the right **Username**, **Region**, **POS**, having an **Active** Status and assigned the right **Roles** .