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

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Upon selecting People, you will be re-directed to the above interface where you will select **Add user** to proceed.

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ADD USER

← Back

MC First name*	First name
MC Last name*	Last name
Email address	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*	Username
	severa special characters are allowed, including space, period (), hyprien (-), apostrophe (), underscore (_), and the () sign.
Password*	Password
	Password strength:
Confirm password*	Confirm password
	Passwords match:
	Provide a possword for the new account in both fields.

Fill in the required information

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

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

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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**.