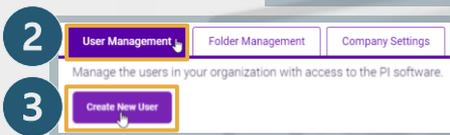
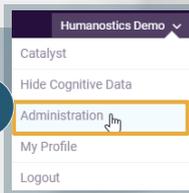
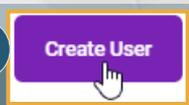


# 2-STEP PROCESS TO SET UP A NEW USER IN PI SOFTWARE

## 1) CREATE THE USER

1. Enter 'Administration' (under your name in the top right corner).
2. Click the 'User Management' tab and
3. Click 'Create New User'.
4. Enter the details for the new user.
5. Select a default folder where their assessments will be stored (per default).
6. Select a user role from the drop-down menu.
7. Add tick-mark to enable administration of PI Cognitive Assessments .
8. Click 'Create User'.

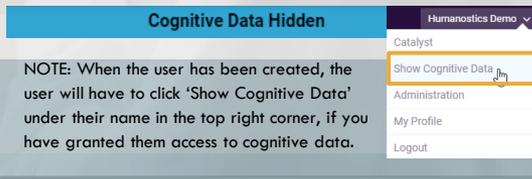
An email with login details is now sent to the user.

## 2) GIVE ACCESS TO FOLDERS

You need to give access to folder(s) to all users apart from 'Account Admin' and 'Account Owner' as they have access to all folders.

1. Enter the 'Folder Management' tab
2. Click the folder you want to give the user access to.  
*NOTE: the user will get access to the selected folder and all subfolders.*
3. Type the name of the user (the name will automatically appear from the list).
4. Click on the name to select the user and
5. Click 'Save'.

Now share your internal guidelines (for usage and anonymisation etc.) with the new user.  
([How-to-videos](#) and [Software Guide](#))

NOTE: When the user has been created, the user will have to click 'Show Cognitive Data' under their name in the top right corner, if you have granted them access to cognitive data.

