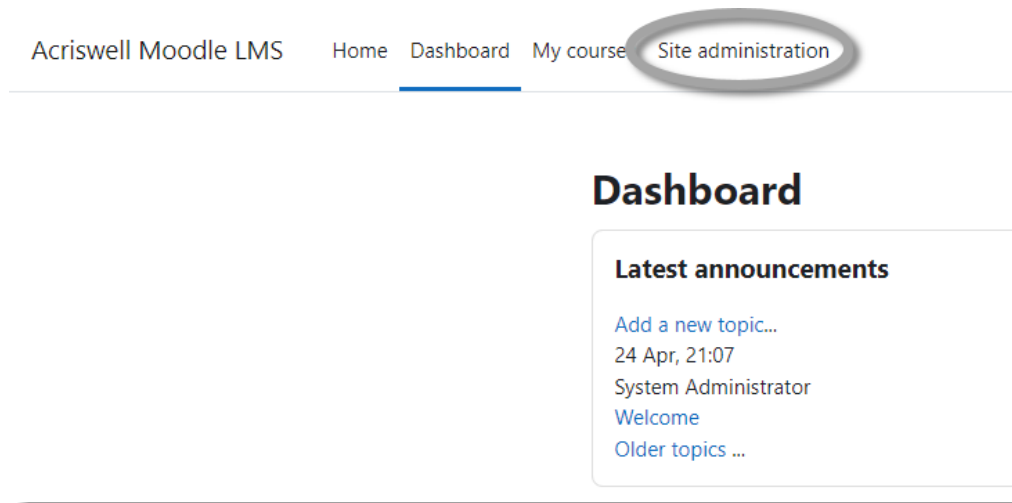# Adding a New User as a Site Administrator in Moodle

An existing Site Administrator will need to authenticate into the Moodle Site to create a new user and add the site administrator.

1. Once the user has authenticated into the system, click the **Site administration** tab.

2. Within the *Site administration* area, select the **Users** tab.
3. Locate the *Accounts* section.
4. Choose the **Add a new user** option within that section.
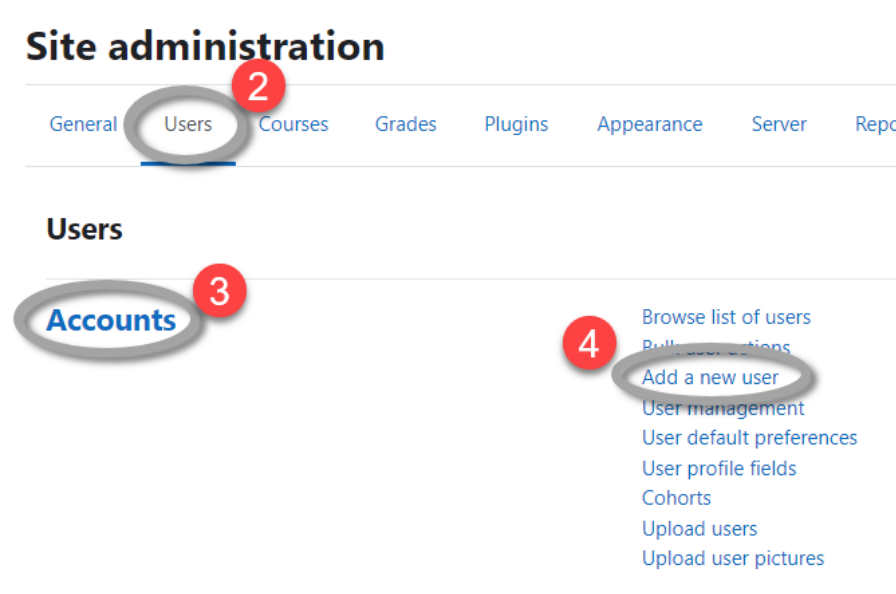
5. On the Add a new user page, enter the following information.
    a. Username
    b. Password
    c. First name
    d. Surname
    e. Email address
6. Other options and preferences can be entered, as desired.
7. When all desired and required fields are completed, click the **Create user** button at the bottom of the page.

Expand all

∨ General

a Username ❓ [   ]

Choose an authentication method ❓ [Manual accounts ⬍]

☐ Suspended account ❓

☐ Generate password and notify user

The password must have at least 8 characters, at least 1 digit(s), at least 1 lower case letter(s), at least 1 upper case letter(s), at least 1 special character(s) such as as *, -, or #

b New password ❓ [*Click to enter text* ✏️] 👁️

☐ Force password change ❓

c First name ❗ [   ]

d Surname ❗ [   ]

e Email address ❗ [   ]

Email display ❓ [Allow only other course participants to see my email address ⬍]

MoodleNet profile ❓ [   ]

> **Additional names**

> **Interests**

> **Optional**

[Create user] [Cancel]

There are required fields in this form marked ❗ .

8. Once the user is created, navigate back to the **Site administration** area.
9. Within the *Site administration* area, select the **Users** tab.
10. Locate the *Permissions* section.
11. Choose the **Site administrators** option within that section.

Site administration

General	Users	Courses	Grades	Plugins	Appearance	Server	Reports

Users

Accounts
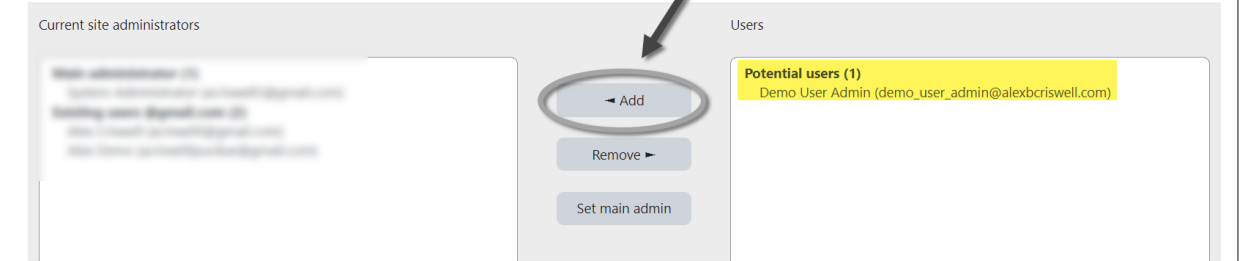
Browse list of users
Bulk user actions
Add a new user
User management
User default preferences
User profile fields
Cohorts
Upload users
Upload user pictures

Permissions

User policies
Site administrators
Define roles
Assign system roles
Check system permissions
Capability overview
Assign user roles to cohort
Unsupported role assignments

12. On the Manage site administrators page, search or locate the user to be added as an administrator.
13. Select that user and click the **Add** button between the two lists to add the user as a Site Administrator.

14. A confirmation will appear asking to confirm adding the user as a SIte Administrator. Click the **Continue** button to proceed.
15. The page should refresh and the user should now be listed as a Site Administrator.