## Add new users

1. Go to portal.trendysignage.com log in to your registered account to access the trendy dashboard.



2. Click on the **Settings** menu from the left-hand side and click at the top of the right-hand side on the **Default content** option.



Ð	Log out

3. Choose the **Users** from the top of the right-hand side.

	Settings					Users ~
🖵 Display	Users					
Assets	Add User					
🕒 Layouts	Name	Email	Created Date	Role	Status	
🛱 Push						
80 Integrations						
🖹 Reports						
My Subscriptions						
🐼 Settings						
- 윈 Log out						

4. Click on **Add User** on the left-hand side to create new users.

			_			
	Settings	Add New User	×			Users ~
🖵 Display	Users	Enter Name				
Assets	Add User	Enter Name				
🕒 Layouts	Name Email	Enter Email		Role	Status	
📅 Push		Enter Email				
88 Integration	5	Enter Password				
🖹 Reports		Enter Password				
🕝 My Subscrip	tions	Select Role				
		Select Role	~			
		Cancel	Add User			

5. After filling out the form, click the "**add user**" button. The user is now prepared.