

# Copy a User

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Administrators with appropriate rights can copy users for the regions and resources they administer. Copying a person's account does not change that account, but rather copies the resource rights, roles, advanced rights, notification preferences, form security, event template security, views, and multi-region event rights to create one or more new accounts.

To copy a user account, you must specify the username, name, and login email for each new person. For more information about users and components of user accounts, go to the article [About Users](#).

### To copy a user

1. In the main menu, click **Setup** and then click **Users**. The *Users List* opens.
2. Locate the person you want to copy and, on that row, click the **Full Name**. The person's profile opens.
3. Above the *User Profile* section, click **Copy**. The *Copy User* page opens.
4. Enter this information.

| Field                           | Description   |
|---------------------------------|---|
| <b>Username</b>                 | Unique identification.  |
| <b>Full Name</b>                | First and last name of the user as it will appear in the solution. For example, Alex Smith.   |
| <b>First Name and Last Name</b> | First and last name of the person.  |
| <b>Login Email</b>              | Email address is required to log in to the solution and necessary for resetting the password. |

5. If you want to create more than one user with the same roles and rights, click **Add new row**. A new row appears in the table.
6. Enter the **Username**, **Full Name**, **First Name**, **Last Name**, and **Login Email** again.
7. Repeat to generate as many new accounts as desired.
8. Click **Begin copy....** Copying accounts may take time, so feel free to navigate around and work in the solution as usual.
9. To check the status of user copying, in the main menu, click **Setup** and, in the list, click **Jobs**. The *Jobs Menu* opens and lists the status of recent tasks.