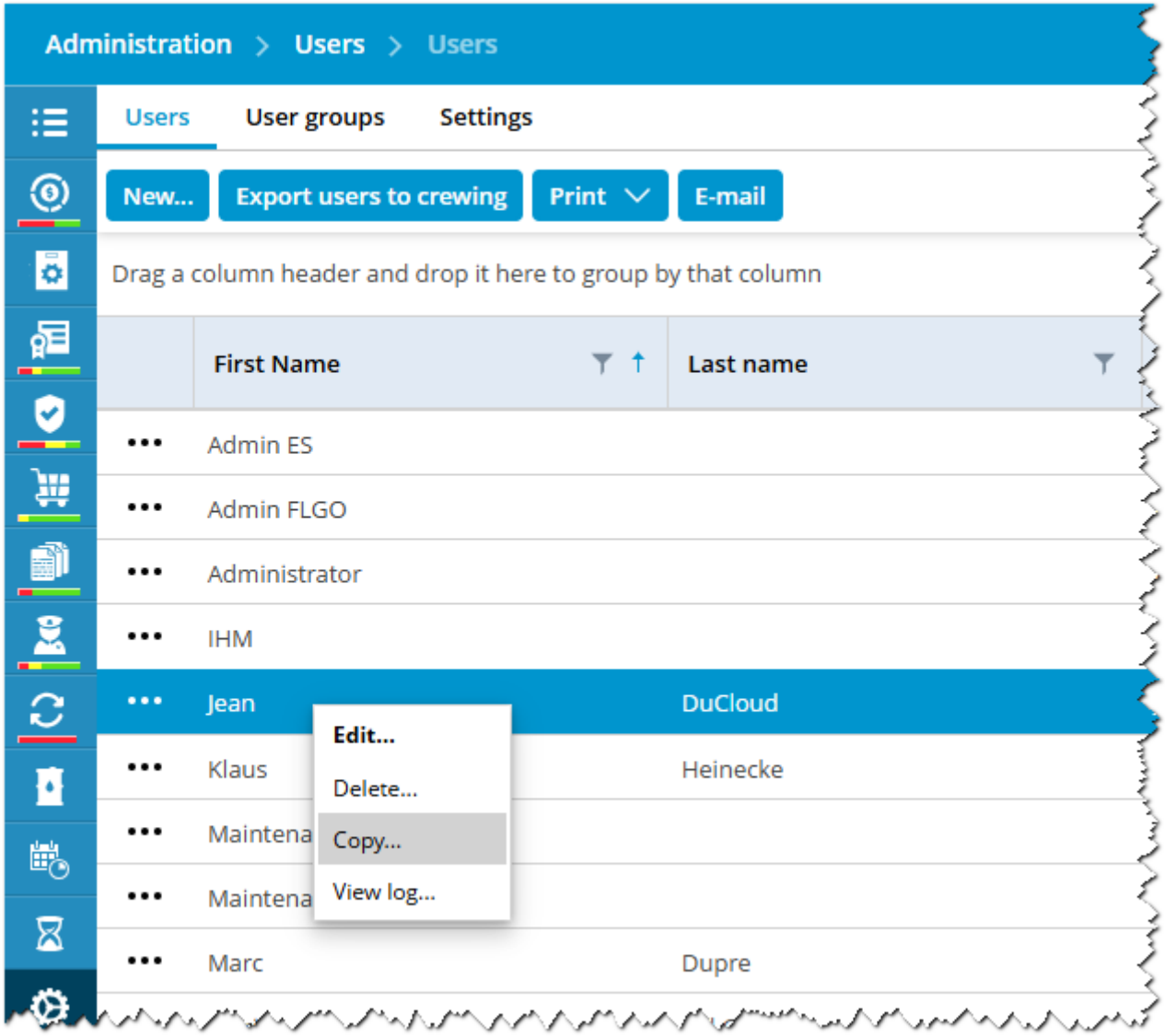
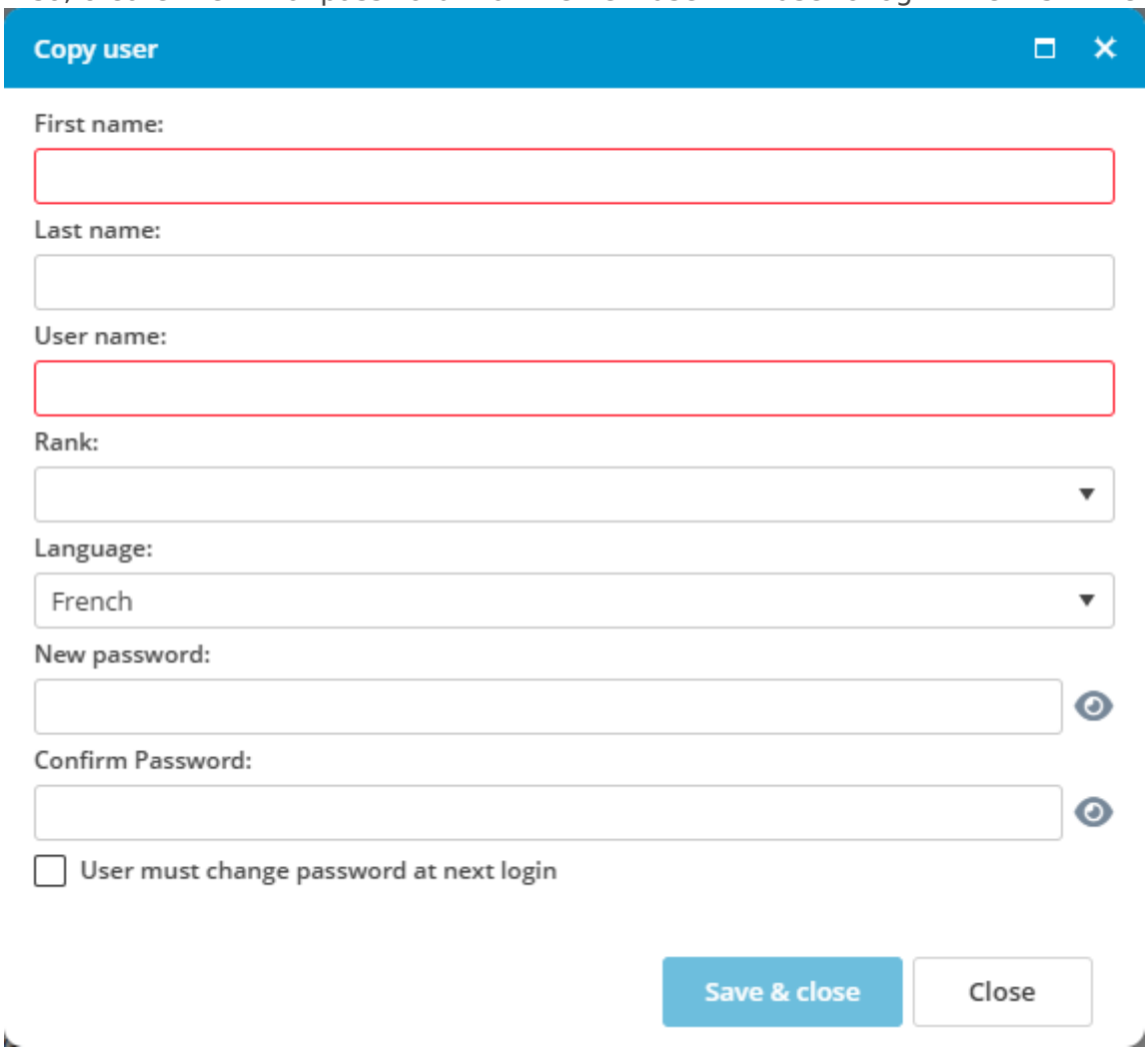
# How to copy a user to a new user

1. To create a new user with similar user rights as another existing user go to **Administration > Users**.
2. Find the user you would like to copy (whose access you want to mirror)
3. Right-mouse click on the user and select the option “**Copy**” to open the **Copy User** window



4. Fill in the First name, Last name, User name, Rank, and language.
   Also, create the initial password that the new user will use to log in the first time.




5. Select the checkbox **User must change password at next login**.
6. Click on **Save & close**.

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