



- 1 Click **User Accounts**, and then below **Manage** (for district administrators) or **Administer** (for school administrators), click **Add**. The **Add User** page appears.
- 2 In the **User Type** list, select **Administrator**. The Data Management **Create** page opens.

Valid values for the **Username**, **Password**, and **LASID** fields include A–Z, a–z, 0–9, and the following supported symbols:  
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Be sure to record the user names and passwords in order to distribute them to the users.

- 3 If you are a district administrator, select the type of administrator role being created—**District Administrator** or **School Administrator**. If you are a school administrator, these roles are not listed.
- 4 Type an **HMH Username** for the administrator, following these rules: minimum 5 characters, no spaces, using valid values. Globally unique user names are recommended. See the [Tips for Creating User Names](#) topic in online help for more information.
- 5 Type the administrator's first and last name and, if needed, the middle initial.
- 6 Type a **Password** for the administrator, following these rules: minimum 8 characters, case sensitive, no spaces, using valid values (at least one upper case, lower case, number, and special character). Then, retype the password.
- 7 For school administrators, click the **School** field to view and select the school.
- 8 Type the administrator's **Email Address**
- 9 Click **Save**.
- 10 Click **Back to ThinkCentral** to return to *ThinkCentral*.