Create a User

When you create a new user, make sure to assign at least one role. No default roles are given to a new user.

1. Go to Administration > Users and Roles > Users.
2. Click the + icon on the upper right side of the page.
3. Enter the user's credentials:
   - First Name and Last Name. Enter the first and last name of the user.
   - Email. We recommend that the email match one of your corporate domains of your Sumo Logic account and not be sent to a personal account. For new users, Sumo Logic automatically sends a temporary password to the user at the email address you've entered. A user who logs in to Sumo Logic for the first time is prompted to change the temporary password.
4. Roles. Select the roles for the user. See About Roles for more information. If you select multiple roles, the user is given highest level of access of all the assigned roles.
5. Click Add New User. The user is immediately added to your account.