

# Clone a User ID

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Cloning Users is a time saver!

Set up one *User ID* with permissions and click the **Clone User** button to create more users with the same permissions.

1. Point to **Tools** and select **Manage Users & Permissions**.
2. Use the **User ID** link to access the profile of the User ID you want to clone.

The screenshot shows the 'Edit Settings' page. The 'TOOLS' menu is open, and 'Manage Users & Permissions' is highlighted. Below the menu, the 'Manage Users' section is visible, showing a table of users. A cursor is pointing at the 'stephandrews' user ID link.

	UserID	First Name	Last Name	Email	Role(s)	Ph					Restrictions
1	<a href="#">camillejohns</a>	Camille	Johns	cjohns@email.com							Normal
2	<a href="#">diharris</a>	Dianne	Harris	dlinth@gmail.com							Normal
3	<a href="#">evasargeant</a>	Eva	Sargeant	esargeant@email.com							Normal
4	<a href="#">stephandrews</a>	Stephanie	Andrews	stephandrewsjr@gmail.com	Office Staff	(704) 683-1672	12/27/2017 10:39:00 AM	12/27/2017 1:39:00 PM			Normal

3. Select the **Clone User** button.

The screenshot shows the 'User: STEPHANDREWS' profile page. The 'USER DETAILS' tab is selected. The 'Clone User' button is highlighted. A 'Clone User' dialog box is open, prompting for a New UserID, New Password, Re-enter Password, and New User Email. The password requirements are listed: 9 characters, 1 lowercase, 1 uppercase, and 1 number.

UserID STEPHANDREWS Org Jackrabbit Help Center

**Clone User**

New UserID\*

New Password\*

Password must contain:

- ✓ 9 characters
- ✓ 1 lowercase
- ✓ 1 uppercase
- ✓ 1 number

Re-enter Password\*

New User Email\*

Save Cancel

4. Enter the **New UserID**.
5. Enter a **New Password** and re-enter it.

6. Add the **email address** for the user.
  7. Click **Save** and **OK** in the confirmation window.
  8. When the cloned user's *User Details* page opens, add their first name, last name, etc.
  9. **Save Changes.**
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