Create a new person

Administrators (and [subadministrators within their manageable resources](#)) can create new persons manually. In the **Administration panel > Persons**, click on the **New person** button.

The minimal information needed for the succesful creation of a person entry are:

- first and family name
- valid e-mail
- username
- password

Additionally, you can upload a profile picture (jpg, png), set an employee ID, the language in which the person will see the learning platform, the person role and frequency of notifications receival (social mails only) and a date of birth which would appear on certificates obtained by this person.

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