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## Create a new user

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## Create a new user

This guide explains how to create a new user in the Stella Care [Administration System](#). There are three ways to create a user: Manual entry, Standard, and MitID. Each method serves a different purpose and requires different fields to be completed.

### How to create a user

1. Go to the **Users** menu on the left side of the Administration System.
2. Click **Create user**.
3. Choose between:
  1. Self-registration
  2. Standard
  3. MitID

Below you will find an explanation of each method.

## Self-registration

Manual entry is used when the user should choose their own username and password and complete the setup at first login.

#### Fields required:

- Phone number
- Department
- Role

#### How it works:

1. After you create the user, the person must log in to the [Administration System](#).
2. The user selects **Create new user** on the login page.
3. The user enters their own username, password, and any personal details.

**Advantages:**

- Fast setup
- Administrator does not need to enter personal data
- User has full control over their login credentials

## Standard

Standard is used when the administrator wants to create the entire user profile, including login information.

**Fields required:**

- Username
- First name
- Last name
- Email
- Phone number
- Organization
- Role
- Password
- Confirm password
- Enable or disable two-factor authentication

**Advantages:**

- User can log in immediately

- Administrator maintains full control
- Recommended when the organisation wants to manage naming and security centrally

## MitID

MitID is the most secure and easiest method for the user.

### Fields required:

- Username
- Email
- Department
- Role
- CPR number

### Advantages:

- User logs in directly with MitID
- No password to forget
- Highest level of security

## Tips

- Use Manual entry if you want to save administrative time.
- Use Standard if you want full control over all user data.
- Use MitID for maximum security and easy login.
- Always ensure the user's department and role match their responsibilities.

## Related Content

- [Set which citizens are visible in the user's app](#)
- [Users overview](#)
- [Delete a user](#)
- [Edit a user](#)