Create a new user

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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