How to create a Citizen

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How to create a user

This guide helps you understand how an administrator creates a new user in Stella Care's **Administration System**, as well as the different login methods available for users.

What is a user?

A user is a staff member, relative, or administrator who has access to Stella Care's Administration System or app.

All users must be assigned to a department and given the correct login method.

There are three ways to create a user, depending on how the user should log in:

1. Create a user with a phone number (the user creates their own login)

2. Create a user with a username and password (administrator sets the login credentials)

3. Create a user for MitID login

How to create a user

1. Go to the "Users" menu on the left side of the Administration System.

2. Click "+ Create user" in the top right corner.

3. Choose how the user should be created:

Create a user with phone number

This option allows the user to create their own login.

Steps:

1. Enter the user's phone number under "Self-registration".

2. Remember to include the + symbol and country code, e.g. +45)

3. Assign the correct department and role

4. Click "Save".

Create a user with username and password

The administrator manually sets the login credentials.

Steps:

1. Select "Standard"

2. Enter a username and password for the user

3. Fill in name, email, and phone number

4. Assign the correct department and role

5. Click "Save"

   The user can now log in with the credentials you created.

Create a user for MitID login

Used if the organisation uses external access control.

Steps:

- Select "MitID"

- Enter the user's name, email, and social security number

- Assign the correct department and role

- Click "Save"

  The user will then log in using MitID instead of system-created credentials.

Tips

- Always check that the user has the correct department and role assigned.

- Phone-number setup is ideal for users who should create their own secure login.

- Username/password is useful for temporary or internal accounts.

- MitID should only be used if your organisation uses external authentication.

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