

# How to create accounts

## How To create user accounts:

1. Log into AZELLA and click on Account Administration.
2. Click on Create User.
3. In the Select an Access Type drop down menu, choose either Administrator or User.
4. In the Select an Access Level drop down menu, choose the appropriate access level.
5. Fill in the user's information. Required fields are marked with a red dot.
6. From the dropdown menus, choose a region, district, and school to associate with this user account.
7. Click Save, and then click OK.

Your new account has been created.

**\*\*NOTE:** You must be a state, region, district or school administrator to create accounts in AZELLA.

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Article ID: 1693

Last updated: 13 Apr, 2010

Web Support -> Internal Articles -> AZELLA Rapid Reports -> How to create accounts

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