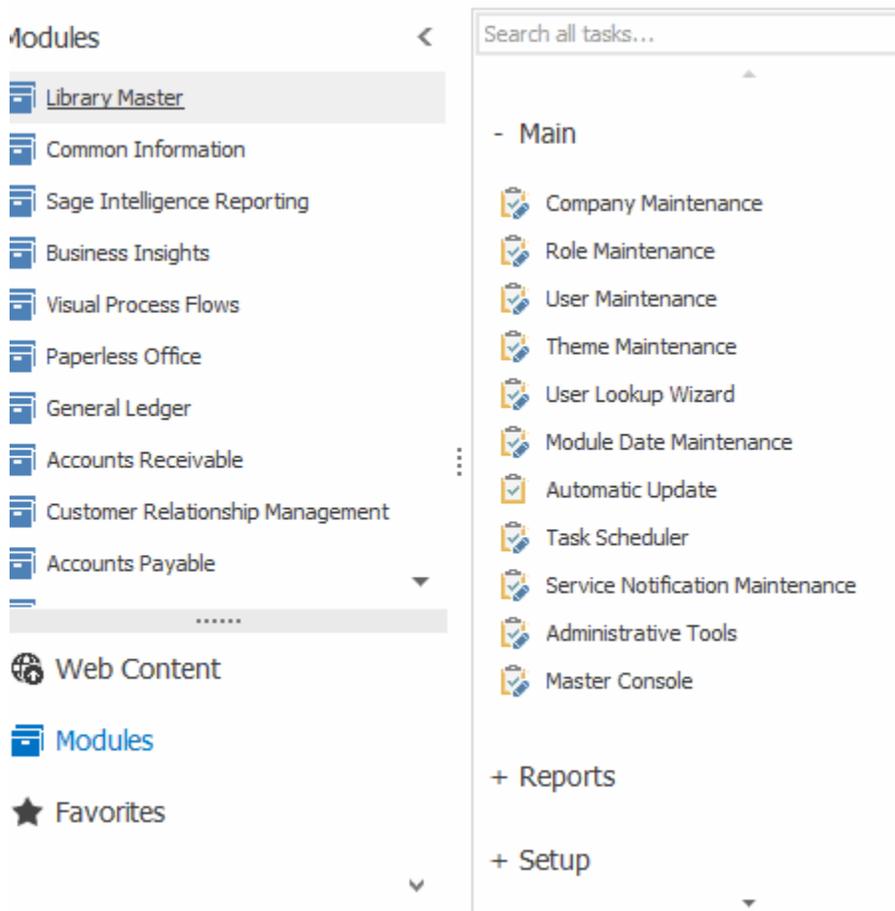# How to Create A New User in Sage 100

When you hire a new employee and need to set the user up in Sage 100 the steps are below:

You will need administrative rights in Sage 100 to setup the new user

1. In Sage 100 go to Library Master – User Maintenance.

2. On the User Maintenance Screen, you will fill out the following:
   a. User Logon
   b. First Name
   c. Last Name
   d. User Code
   e. Password
   f. Confirm Password

3. Once you have filled out all the information, you will click on the Company magnifying glass, choose which company or ALL companies the user will have access to. Once you have selected the company, then you will click on the Role drop down and choose the role that suits the employees job requirements in Sage 100.

4. Click Accept and your user is now created in Sage 100