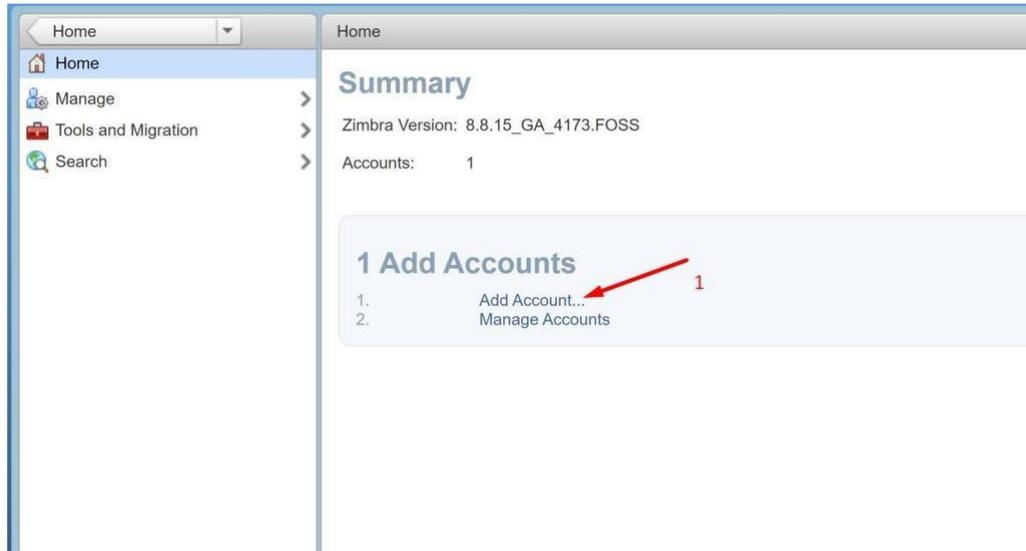


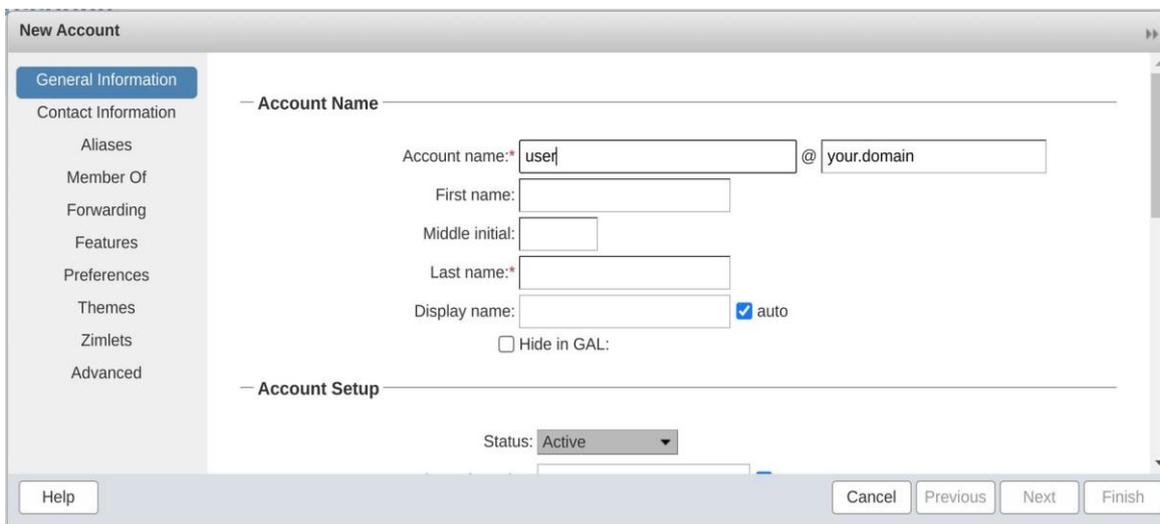
# Creating Managed IdP users

This is done from the admin side which can be accessed [here](#). Use the admin credentials that have been shared with you on email to access the interface. Once successfully done, you can proceed with creating accounts as detailed in the steps below.

1. Click add account



2. Under general information, enter the account name and last name of the student because they are compulsory, leave the school domain as is.



3. Still under general information, configure the password for the user.  
Note; You can sent the same password for all students and then check “must change password”. If that change password box is checked, students can rest there passwords by visiting <https://mgd-idp.renu.ac.ug/>.

The screenshot shows the 'New Account' wizard window. At the top, there is a 'Server:' dropdown menu with 'auto' selected. Below it is the 'Password' section, which includes a yellow note box with the text: 'Note: These settings do not affect the passwords set by users in domains that are configured to use external authentication.' Underneath the note are two text input fields: 'Password:' and 'Confirm password:'. A checkbox labeled 'Must change password' is located below these fields. The 'Time Zone Setup' section is below, featuring a dropdown menu for 'Time zone:' with 'GMT/UTC Coordinated Universal Time' selected. At the bottom of the window are buttons for 'Help', 'Cancel', 'Previous', 'Next', and 'Finish'. Red arrows with numbers 6, 7, and 8 point to the 'Password' section header, the 'Confirm password' field, and the 'Must change password' checkbox, respectively.

4. Leave the rest as is and save.

The screenshot shows the 'New Account' wizard window at the 'Notes' section. The 'Must change password' checkbox is visible at the top. Below it is the 'Time Zone Setup' section with the 'Time zone:' dropdown menu set to 'GMT/UTC Coordinated Universal Time'. The 'Notes' section contains a 'Description:' text input field and a larger 'Notes:' text area. At the bottom of the window are buttons for 'Help', 'Cancel', 'Previous', 'Next', and 'Finish'. A red arrow with the number 9 points to the 'Finish' button.