



Create a User

We're now done with the default root user, so we can create our own standard user to work from. Go to **Admin > Users** and click **New User**.

Users Cohorts

Active 2 Admins 1 2FA Enabled 0 2FA Disabled 2 External 0 Blocked 0 Banned 0 Pending approval 0 Deactivated 0 Without projects > [New user](#)

Search by name, email or username Sort by Name v

Name	Projects	Groups	Created on	Last activity	
 Administrator Admin It's you! admin@example.com	1	1	14 Nov, 2022	23 Nov, 2022	

We didn't configure SMTP on the GitLab server, so we can't receive the email for setting the account password. As a workaround, after creating the user account, click **Edit** and you can set a temporary password.

Logout as the root user and login as the new user with the temporary password. You'll then be prompted to set a new password.