20.1 Creating A New User Account

FileCloud allows you to create your own user account.
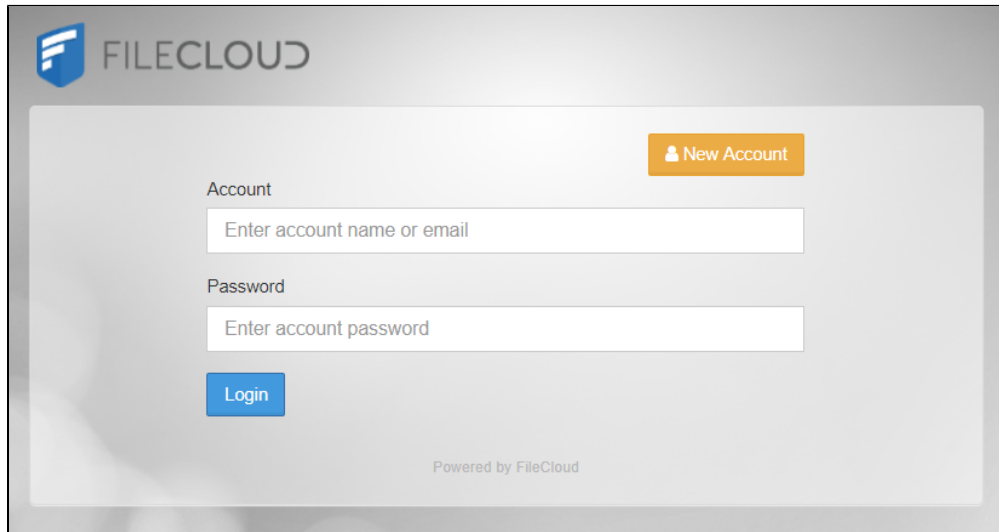
⚠️ However, this option is configured by your Administrator and may not be available depending on your company's policies.

If your account requires admin approval:

You are notified by email when:

- Initially try to connect (Admin approval pending)
- When the administrator has approved the device you are trying to connect with

Figure 1. The Login Screen for the User Portal

💡 If you click the New Account button and get an error, please contact your Administrator. Your company policies may not allow to create your own account.

To create a new User account:

1. Open a Web browser.
2. Type in the URL provided by your Administrator. For example, *https://<yourteamname>.filecloudonline.com*
3. Click the *New Account* button.
4. In *Language*, select the option of your choice.
5. In *Account Name*, type in a string of character and then click the Check button.
6. In *Password* and *Repeat Password*, type in the same string of characters.
7. In *Email*, type in the address where you want to receive notifications about FileCloud issues.
8. Next to *I agree to Terms of Use*, select the checkbox.
9. To create your account, click *Create*.

Figure 2. Create New User Account Window

FILECLOUD

Create New Account

Language

english ▼

Account Name

Enter name   Check 🔍

Password

Enter account password

Repeat Password

Re-enter account password

Email

Enter email id

☑ I agree to Terms of Use   📘

Create   Cancel   ⊕ More Options