Creating a User Account

When creating a new business account, the user must first create a user account. Once the user account is created, then the user can create a new business account.

The user and business account model is used to provide flexibility to NocTel users. With user accounts, multiple users can be invited to join a business account and given different access levels. This allows the account administrator control over what other users can change and interact with. Also, a user can have access to multiple business accounts, while only having to worry about one way to access them. This is useful for users that have multiple businesses, offices or locations that are spread across different NocTel accounts.

Creating a User Account.

1. Navigate to: **https://noctel.com/voip/new-user.php**
2. On the **New User Sign-Up Page**, complete the sections asking for **first** and **lastname** and **emailaddress**. If the user wishes to use a **username** instead of an email for login, then enter the **username** in the appropriate area.

   New User Sign-Up

   Each **individual** who signs in to use a NocTel account will need to have a separate user login.

   What's your name?

   First: [   ]   Last: [   ]

   How will you sign in?

   Email: [   ]

   Selecting a username is optional. If you choose one, you may use it to log in instead of your full email address, and it will be shown instead of your email address in the user list for your business account, allowing you to keep your personal email address private from other users.

   Username: [   ]
   Optional

3. Choose a **password** for the user account and repeat it in the area provided. *The password must be at least seven characters in length and must include at least three of the following: a lowercase letter, an uppercase letter, a number or a symbol.*

   Select a Secure Password

   Your password must be at least seven characters in length, and must include at least three of the following: a lowercase letter, an uppercase letter, a number, or a symbol.

   Password: [   ]   Repeat: [   ]

4. Select a **time zone** for this user to view data within the control panel as.

   Select Your Time Zone

   Please select the major city or region with the same time zone as your locale.

   Time Zone [America/New_York   ▼]

5. Click the **checkbox** to agree to the NocTel Terms of Service after reviewing them.

   ☐ I agree to the NocTel Terms of Service.

6. Click the **Create User** Button at the bottom of the form.

   After proceeding, a confirmation email will be sent to the address specified above. This user login will not be usable until the instructions in the confirmation email have been followed.

   [Create User ▶]   ⟵

7. After clicking **Create User**, check for the confirmation email, and use the link provided in the email to active the user account.

ⓘ

> ⓘ **NEXT STEP: Creating a Business Account**
>
> After your **User Account** has been created, you may need to Create a Business Account if you have not been invited to an existing account.

Related articles

- Creating a User Account
- Removing a User from the Control Panel
- Deleting a User
- Changing a User's Access Level
- User Settings