

Creating by Proxy

Proxy-creating users

To create an account for another user:

Note: This feature is available **only** to logged-in site administrators.

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User Created by Proxy

✔ This proxy account has been created successfully. You may add to the text below, but you **MUST** send an email including all of this text to the new user at johndoe@hisemail.com:

```
“ An account has been created on your behalf at yourHUB by Your Name.

Your initial new account username is: johndoe

Your initial new account password is: Kd8nweh

You must click the following link to confirm your email address and activate your
account:
https://yourhub.org/register/confirm/0123456789
(Do not reply to this email. Replying to this email will not confirm or activate
your account.)

After confirming your account, you may click the following link to set a new
password:

https://yourhub.org/members/1014/changepassword
```

New user's profile page: [John Doe \(johndoe\)](#)

1. Log in on the hub's front-end interface.
2. Once logged in, navigate to **YOURHUB.org/register/proxycreate** (for hubs with older code, use: **YOURHUB.org/registration/proxycreate**). Most likely you will have to type this URL directly into your browser as it is generally not linked to anywhere in the hub content.
3. You will be presented with a form asking for information about the user you are creating (specifically, fields that were set to be visible under the Proxy column in the [“HUB Configuration: Registration”](#) settings). Fill in all required fields.

Note: Usernames cannot be changed, but passwords may be changed anytime after account creation.

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Proxy Account Creation Questions

Simply fill out the form below and an account will be created for that person. You will then be shown the basic text of an email which you **MUST** then copy and paste and send to that person. This email will provide them a random initial password and their email confirmation link, and you may add any other information about contributed resources or the reason for their account you deem appropriate.

What if I need to find the contents of the email to the user again?

You can retrieve the same email template and contents at any time from the user's [whois page](#), under their confirmation email.

Login Information

User Login: **REQUIRED** Combination of lowercase letters and numbers. No spaces or punctuation.

Password: **REQUIRED** STRONG
Confirm Password: **REQUIRED**

Usernames cannot be changed. If this poses a serious problem or raises concerns please contact our [support](#).

Password may be changed any time after account creation.

Contact Information

First Name: **REQUIRED** Middle Name: Last Name: **REQUIRED**

Valid E-mail: **REQUIRED** Confirm E-mail: **REQUIRED**

Important! The user **must** confirm receipt of confirmation e-mail in order to complete registration.

Once you create an account, the new account owner will be sent an email containing an activation link.

We respect your privacy, and will never disclose your sensitive information to others.

Proxy Create Account

4. Click **Proxy Create Account**.

5. When the account is created successfully, you will be shown the basic text of an email which you **MUST** then copy and paste and send to that person. This email will provide them the username and initial password you have set for them and links they could use to confirm their email and change their password. You may add any other information about contributed resources or the reason for their account you deem appropriate.