# CardSmart Training

How to Create a CardSmart User

1. Click the arrow to the right of your photo icon in the top right of the screen and then click "Admin Settings."

2. Click "Create a New User" in the "User Management" box.
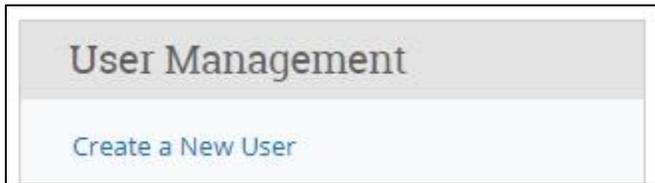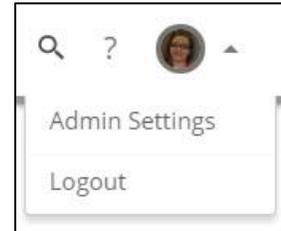
3. Enter "Login Information" and "Contact Information" and "Profile Picture" (from Peoplesoft Student Photo) if applicable. In the "Roles" box, click the down arrow to expand the box. Select "Student." Select "Create User" at the bottom of the page when finished.