

Add a New API User in Eval25



Security Note

Before adding a new API user, you will need your User Permissions to include "Admin API Users."

Navigate to **Configuration > Users**, locate the permissions of the Eval25 Administrator, and check the **Admin API Users** box in the **Administration** column.

Add a New API User

1. Select API User Details From the Configuration Menu

2. Select Add New User

- On the API User Details page, click the **Add New User** button.

Client ID	User Name	Email Address	Status	Last Access	
demo-1234	t.lee	t.lee@myschool.edu	Active	06/21 10:50 -08	Edit Details
demo-2345	a.johnson	a.johnson@myschool.edu	Active	02/01 10:41 -08	Edit Details
demo-3456	d.smith	d.smith@myschool.edu	Active	11/10 16:32 -08	Edit Details
demo-4567	p.lopez	p.lopez@myschool.edu	Active	02/01 10:57 -08	Edit Details
demo-5678	r.dixon	r.dixon@myschool.edu	Active	03/02 16:06 -08	Edit Details

Image: API User Details page

3. Enter the New Client Information

- **Client ID** - This can be any chosen value
 - This information cannot be edited once it has been entered
- **User Name** - enter the user's first and last name, if applicable
- **Email** - enter the user's email address
- **Confirm Email** - enter the user's email address a second time to confirm it
- **Access Scopes** - select the access scope

Add New User

To add a new user, enter the user details and click "Add User". Please note that Client ID, once created, cannot be edited. User name and Email address will be editable after the initial creation of the user.

Client ID

User Name

Email

Confirm Email

Access Scopes

- wdyt:metadata
- wdyt:qualitative
- wdyt:summary
- wdyt:upload

Image: Add New User form

4. Click the Add New User Button

5. Have the User Login

After adding a new user, Eval25 will send the user a passcode via email. Email the user their new Client ID as they will use this for login.