


# Add an account for a remote user

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Published: 2024-07-16

Add a user account for LDAP or SAML users when you want to provision the remote user before that user logs in to the ExtraHop system. After the user is added to the system, you can add them to local groups or share items directly with them before they log in through the LDAP or SAML provider.

1. Log in to the Administration settings on the ExtraHop system through `https://<extrahop-hostname-or-IP-address>/admin`.
2. In the Access Settings section, click **Users**.
3. Click **Add User**.
4. In the Personal Information section, type the following information:
  - **Login ID:** The email address that the user logs in to their LDAP or SAML SSO identity provider with.  
 **Note:** Only lowercase email addresses are supported for remote users.
  - **Full Name:** The first and last name of the user.
5. In the Authentication Type section, select **Remote**.
6. Click **Save**.