How to create a user on Keycloak

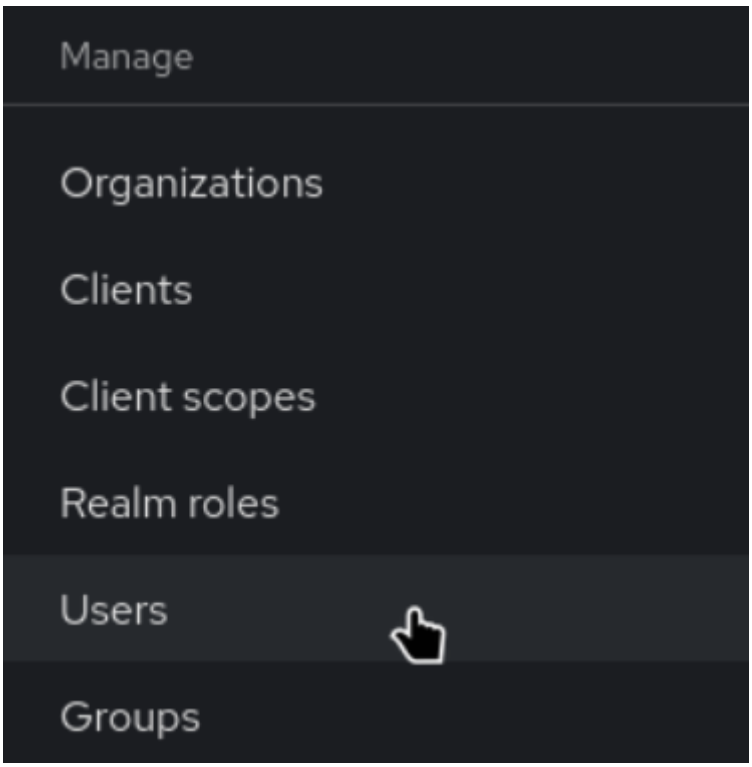
In order to create a new user on Keycloak follow the steps below.

1. **Visit Admin Dashboard:**

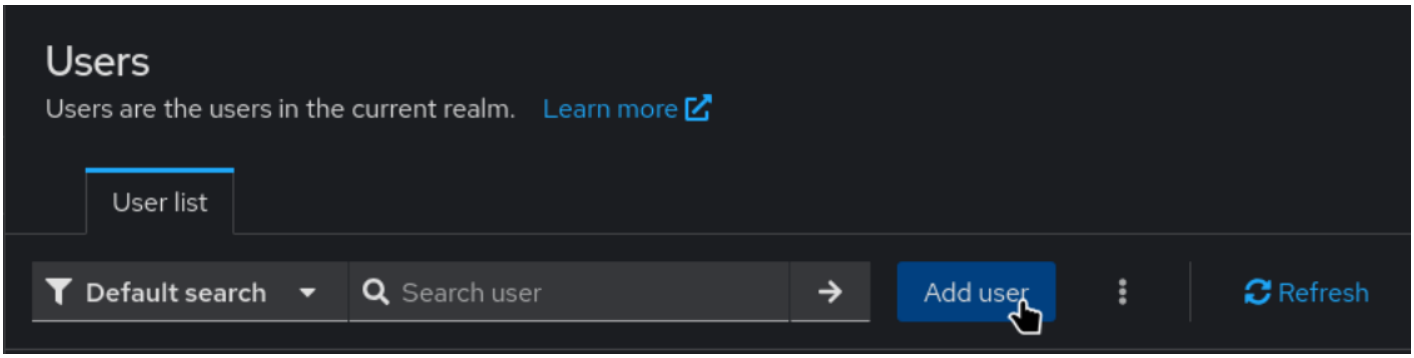
   - Go to: Your Keycloak URL
   - Log in using the admin account.

2. **Create a New User:**

   - Navigate to **Users** on the left side of the dashboard.

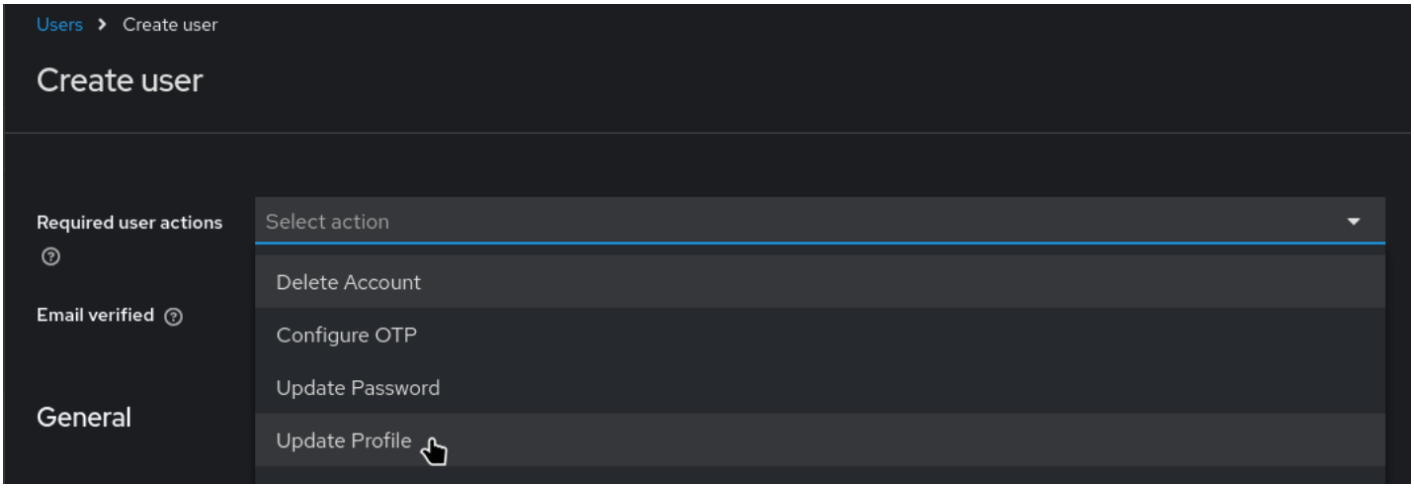


   - Click on **Add User.**

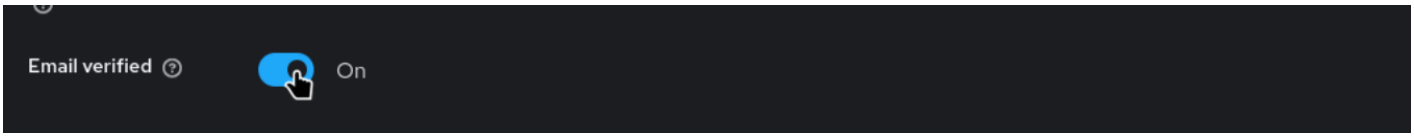


- Under **Required user actions**, select **Update Profile.**

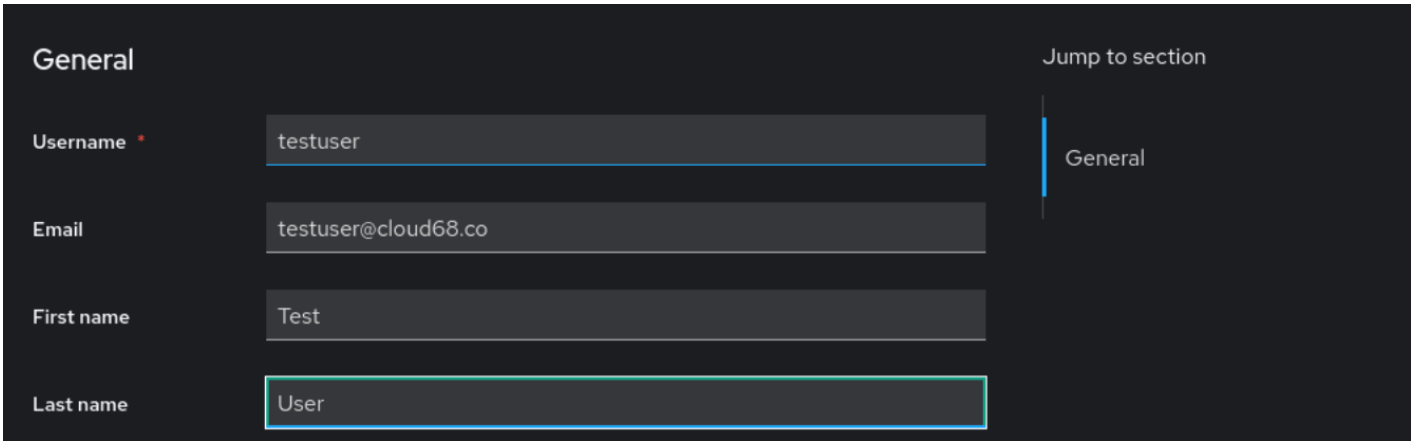
> **In case user impersonation is required leave this empty.**



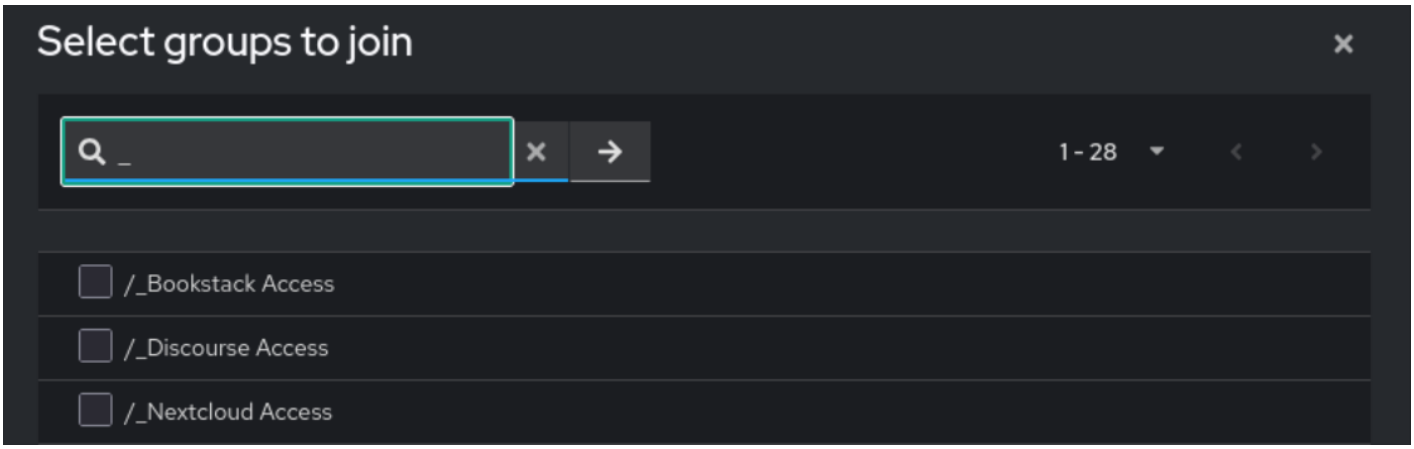
- Set **Email Verified** to **ON**.



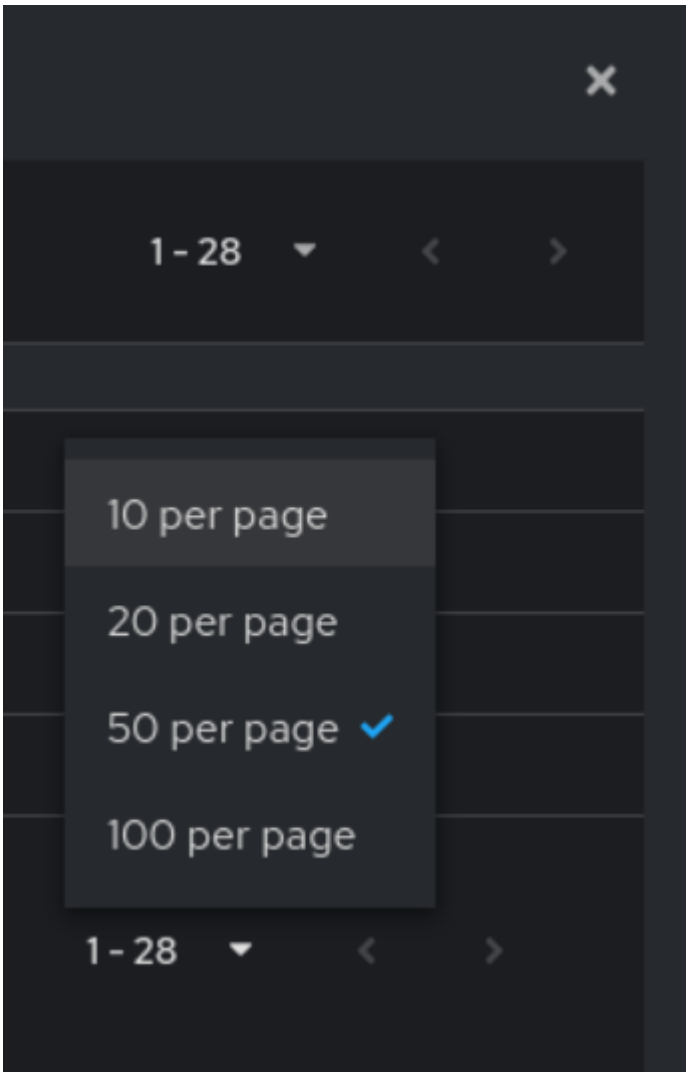
- Fill in the **Username**, **Email**, **First Name**



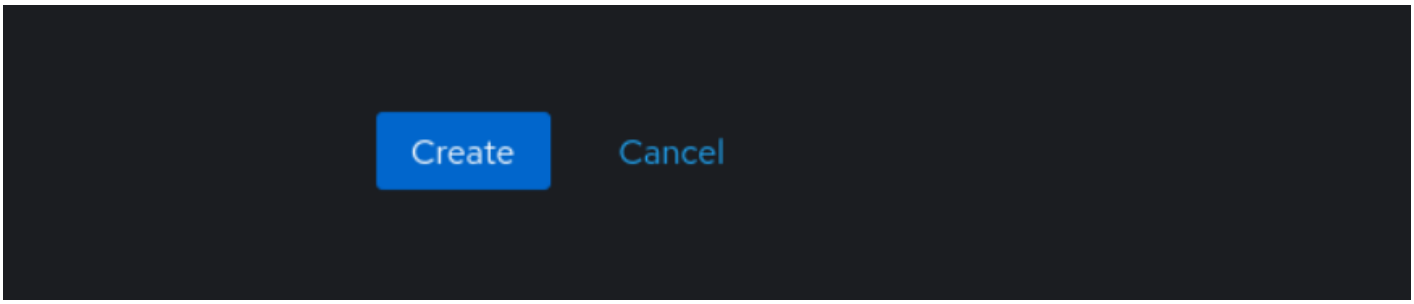
- Click **Join Groups** and add the user to the group it belongs.



> If you do not see all the groups increase the number of items that are displayed.

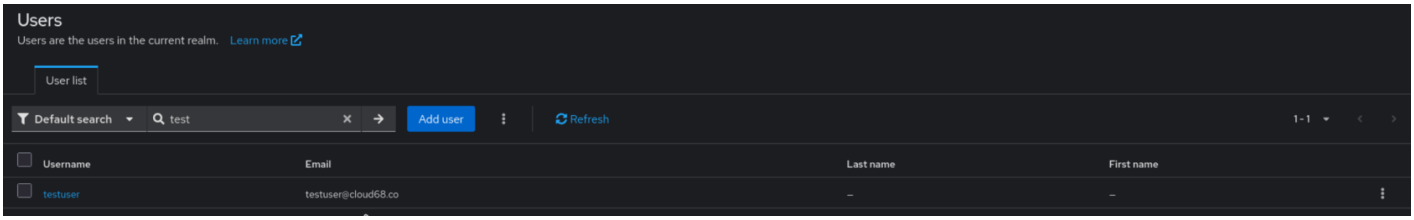


- Click **Create**

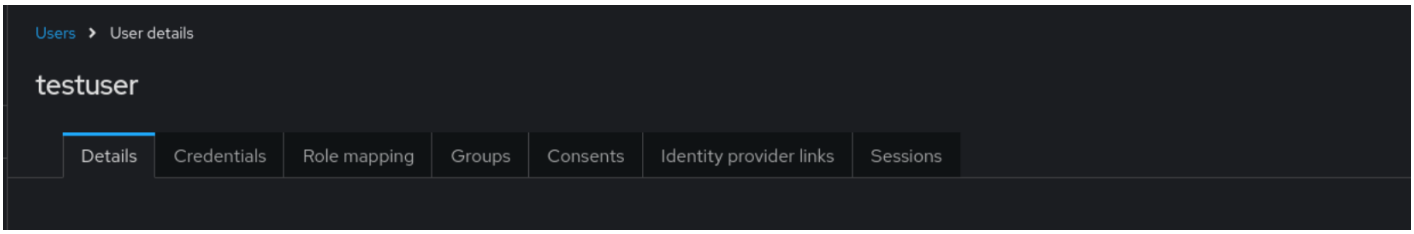


3. **Send Password Reset Request:**

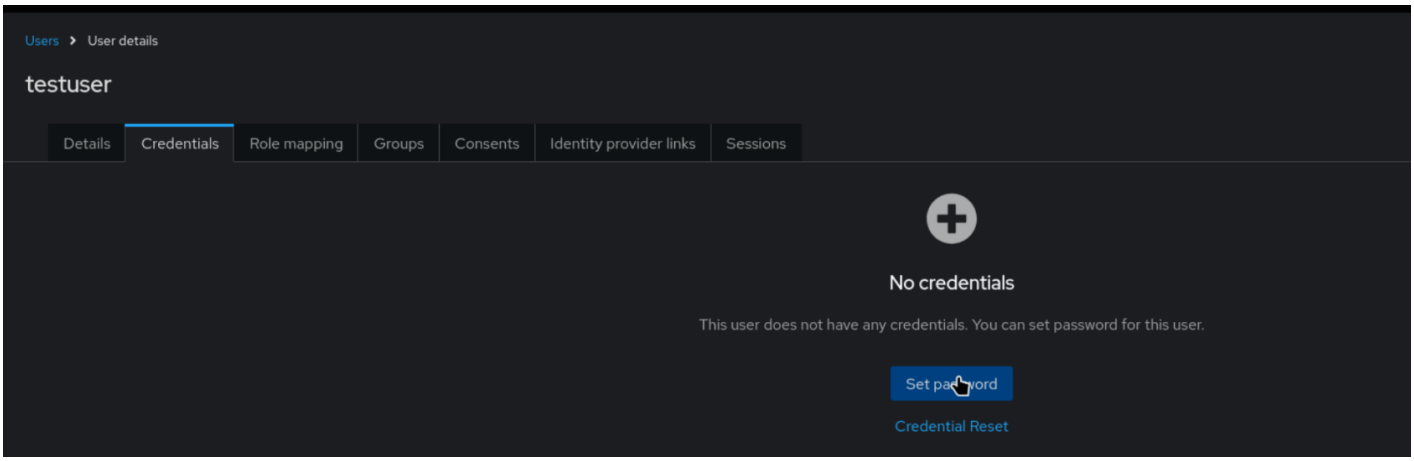
- Go to **Users**.



- Click on the newly created user.

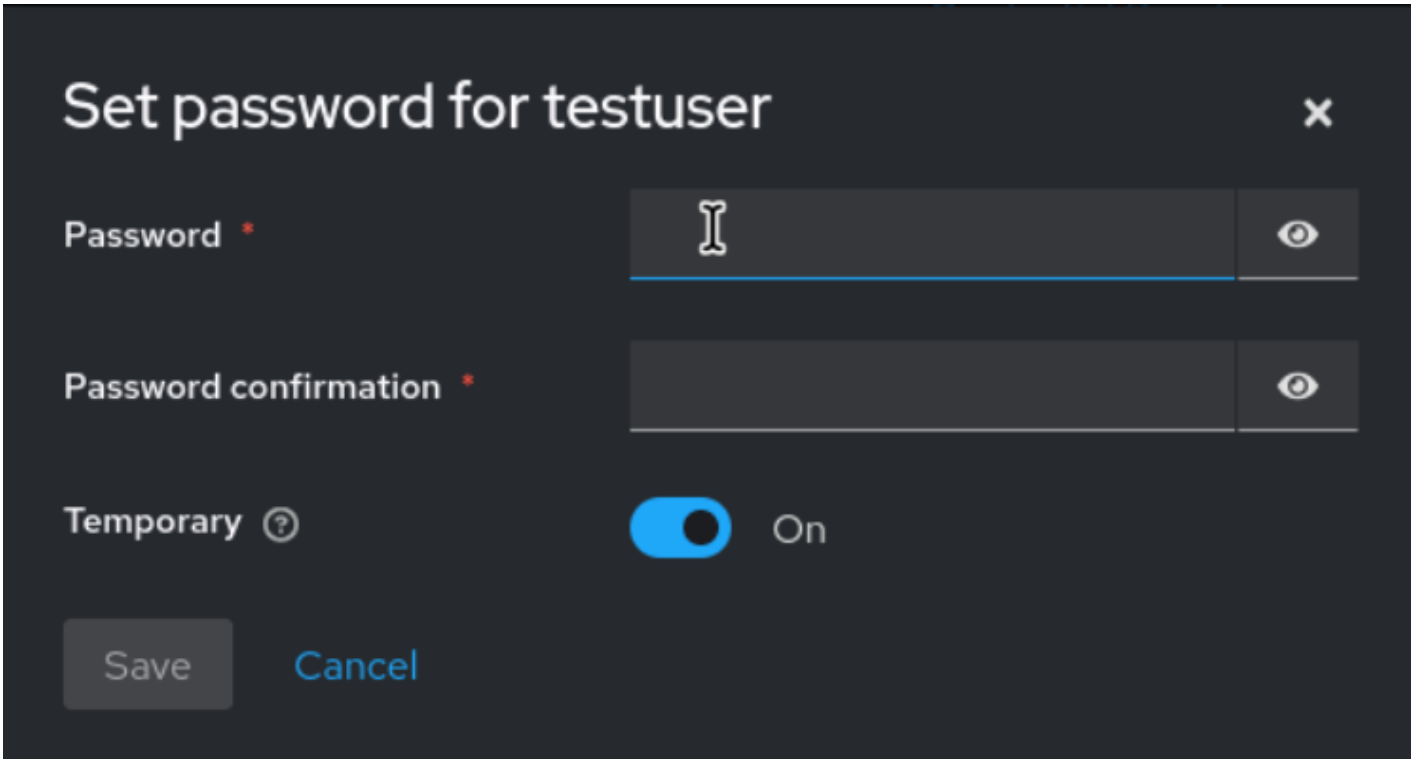


- Navigate to **Credentials** and click **Set a Password.**

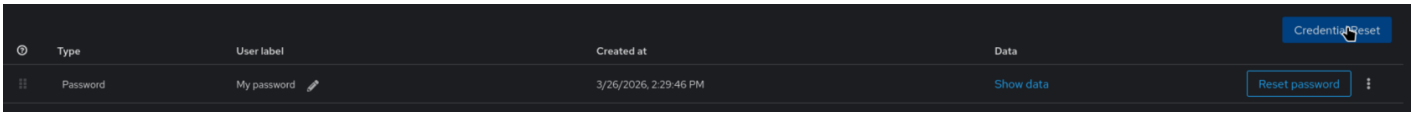


- Set a random Password and click **Save.**

> **In case user impersonation is required toggle "Temporary" to Off so it does not require setting up a password when impersonating.**

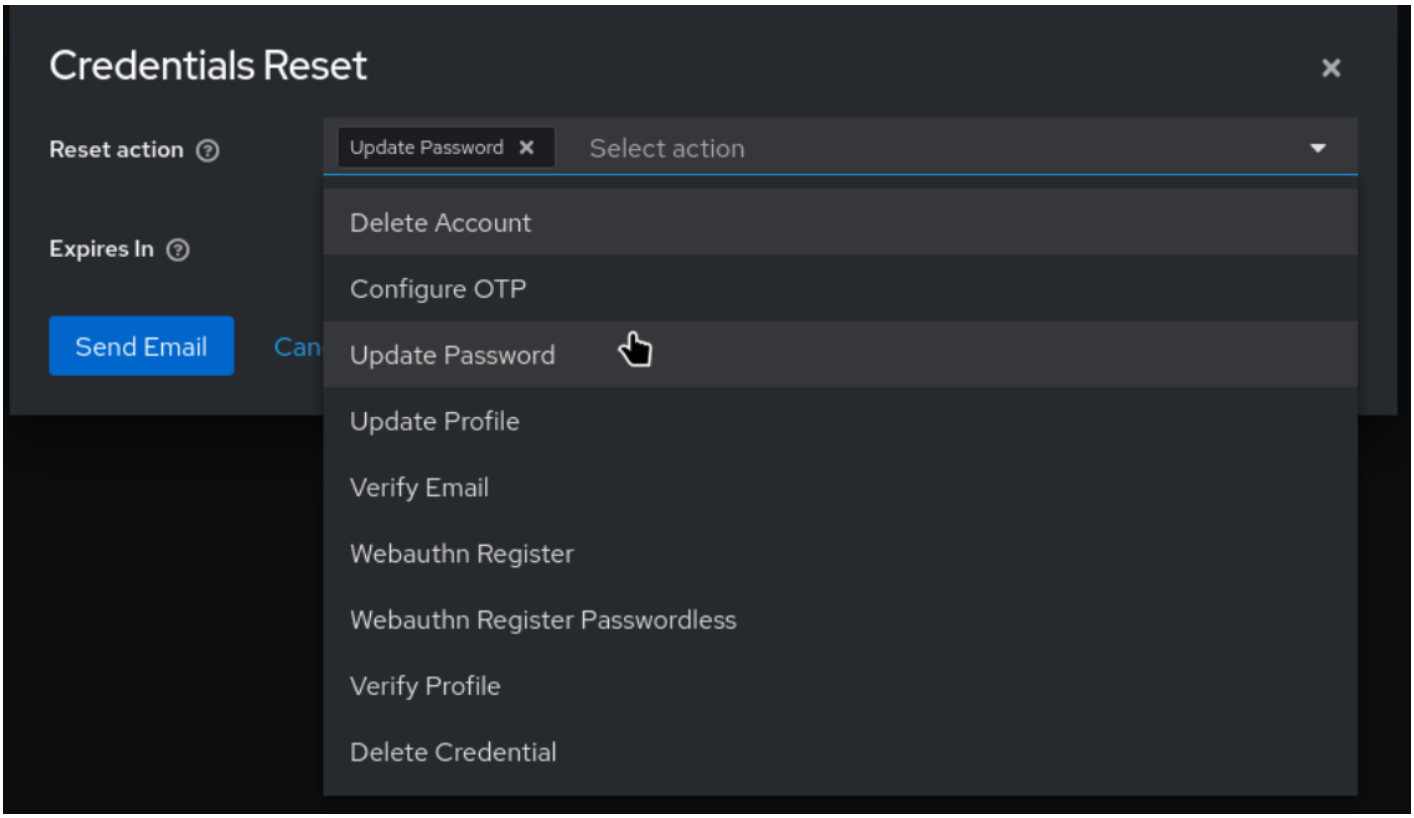


- Click **Credentials Reset.**

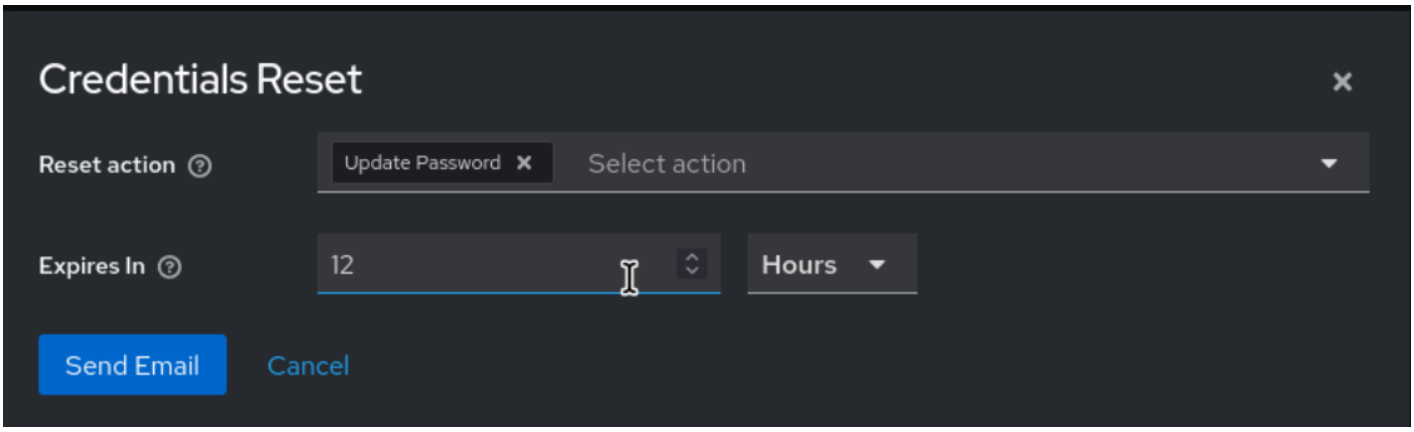


- On Reset action choose **Update Password.**

> **In case you followed the user impersonation steps, on this step choose Update password and Update Profile**



- Choose an expiration time for the reset request and click Send.



- Notify the user that they now have an account and will receive an email to reset their password and update their profile.

In case you do not know your Keycloak URL reach out to our support team.

Revision #5

Created 2026-03-12 14:21:38 CET by Irdi

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