

# Create Cloud Identity user accounts

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## Create Cloud Identity user accounts Stay organized with collections Save and categorize content based on your preferences.

Before you can manage users in Cloud Identity, you must create accounts for each user to be managed by Cloud Identity. An account provides users with a name and password for signing in to their Google services. Optionally, you can add more information to your users' profiles.

### Create one or more user accounts

- [Add users individually](#) using your Google Admin console.  **Easiest**
- [Add several users at once](#) by uploading their names in a CSV file.

### Options for large organizations

- Use [Google Cloud Directory Sync](#) to synchronize user data in your existing LDAP directory with your Google Account (syncs groups, contacts, and organizations, too).
- Use the [Admin SDK Directory API](#) to provision a large number of users with data from your existing LDAP directory, such as Microsoft® Active Directory®. This API provides more flexibility than GCDS, but requires programming.

### Guidelines when creating accounts

**Important:** We recommend that you resolve any potential [conflicting accounts](#) before you add users to your organization's new Cloud Identity account.

Other guidelines:

- Each account's username becomes that person's login name and the first part of their email address. If your domain is **solarmora.com**, a user whose email is **jsmith@solarmora.com** has the username **jsmith**. If your organization's Cloud Identity account has multiple domain names associated with it, you specify which domain name to use when you create the Cloud Identity user account.
- It can take up to 24 hours for a new user account to appear in the [searchable G Suite Directory](#).

See also: [Name and password guidelines](#).

### Do your users have existing Google Accounts?

If a user created a personal Google Account using the domain name of your organization, it may result in a [conflicting account](#). If you create user accounts with the same username as existing personal Google Accounts,

then add them to your organization, they'll have the same address for their personal and Cloud Identity accounts. Two accounts can't share the same username.

For help on resolving conflicting accounts, see [Resolve conflict accounts](#).

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