

## How To Add & Edit Users

EZGovOpps provides access for multiple users depending on the level of access. The Account Manager, or primary license-holder, has several permissions unique to their role including the ability to delegate user seats and set permissions.

To delegate the account's additional seats, the Account Manager may access the User Management page by selecting the "User" tab on the upper right-hand side of the screen.



From the User Management page the Account Manager (1) can see how many remaining licenses are available, (2) add new users, (3) reset passwords, (4) view login/user information, and (5) edit user permissions.

Dashboard 🕨 User		available licenses 3						
USER MANAGE		2 add New User 44 add Multiple Users EEE Reset Password(s)						
FIRST NAME	LAST NAME	COMPANY	EMAIL	ALTERNATE EMAIL	PHONE	USER TYPE		ACT OPTIONS
Christopher	Kadalec	n/a	ckadalec@comcast.net		4437972487	Account Manager	2019-01-04 10:12:41	<u>ې</u>
Bryan	Dingaloo	n/a	test@test.NET		444445454	Administrator	never	8

To add a new user to your account, click the "Add New User" button, populate the user's information, then select "save". This will automatically send the new user a validation email allowing them to create their credentials.

Dashboard > User Contact Us to add additional seats													
USER MANAGEMENT 🔬													
ADD NEW USER ADD MULTIPLE USERS RESET PASS													
FIRST NAME	LAST NAME	COMPANY	EMAIL	ALTERNATE EMAIL	PHONE	USER TYPE	LAST LOGIN	ACTIVE	OPTIONS				
Blayne	Coyote	n/a	Blaine@test.com	Alt. Email	410-555-9878	Regular User	•						
Once you save this form, we will send the person a welcome email with instructions on how to log in to EZGovOpps.													
Christopher	Kadalec	n/a	ckadalec@comcast.net		4437972487	Account Manager	2019-01-04 10:12:41	C	\$				
Bryan	Dingaloo	n/a	test@test.NET		444445454	Administrator	never	0	*				

After a user has been added to the account, the new user can be granted Administrator or Regular User permissions via the "User Type" column. Administrators have the ability to add/delete sub-users, create workspaces in the Collaboration Center, and can lock and hide folders in the File Cabinet.

We encourage all new accounts to schedule for at least two 45 minute training sessions to cover best practices for My Profile set-up, search refinement, etc. Please choose a time **here**.