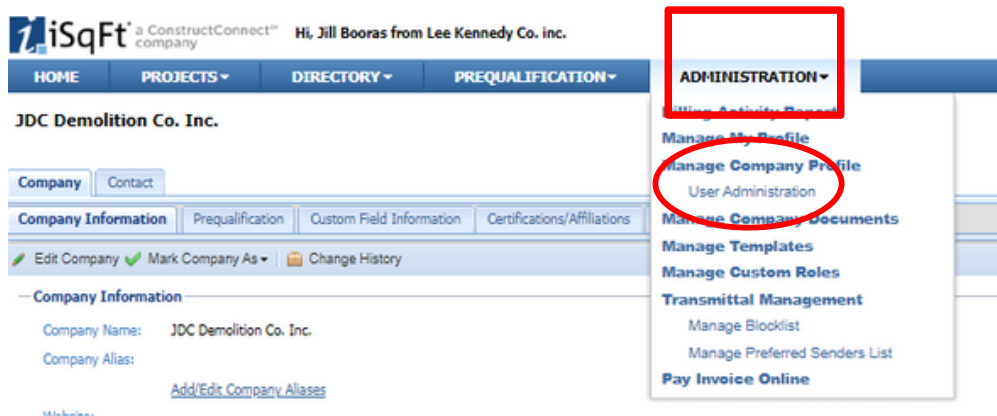# Module 15: Managing Users
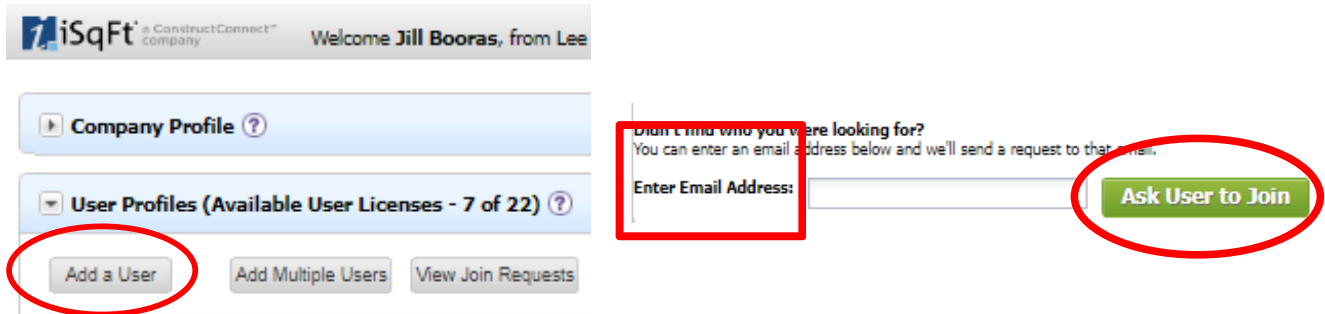
1- Add a user

- **Click on the "Administration" Tab on the top home screen**
- **Under "Manage Company Profile" click on "User Administration"**

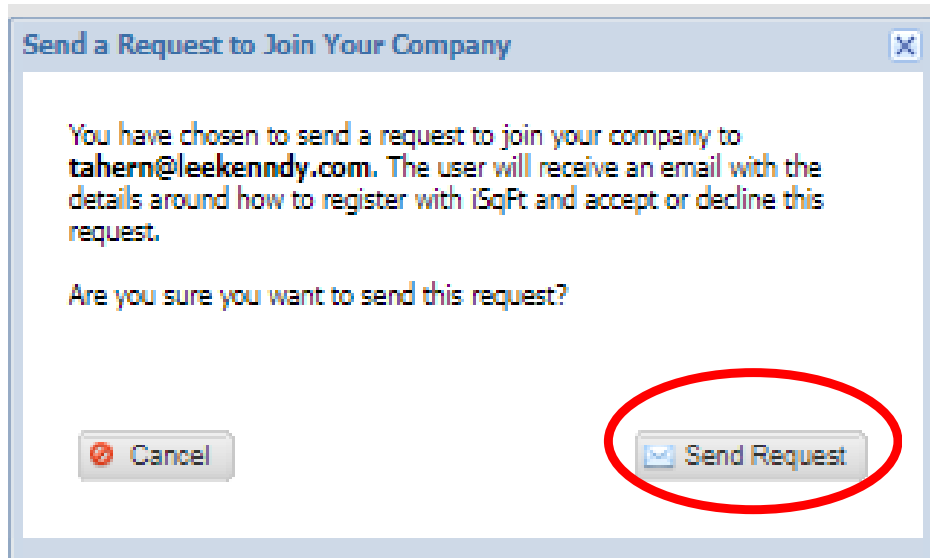**2- Add a user**

- **To add a user, click on "Add a User"**
  - **A new screen will open.**
- **Enter the user's email address. Click "Ask User to Join"**

Module 15: Managing Users

3- Add a user

- **Confirm information and click, "Send Request"**

4- Change user roles

- **Under "User Profiles" click on the name of the person whose role you'd like to change**

Module 15: Managing Users

5- Change user role

- **Click on the "Profile Access" tab**

- **Click on the "Change Role(s)" button**

6- Change user roles

- **Use the arrows to move items in the "Available" column to the "Selected" column.**

- **Click "Save"**

*NOTE- All LKCO staff should have "admin" in their permissions