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.
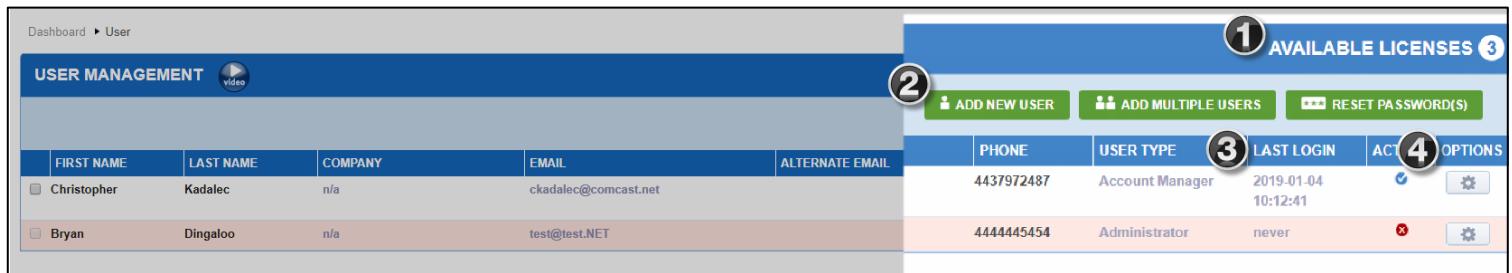
To add a new user to your account, click the "Add New User" button, populate the user's information, then select "save". This will automatically send the new user a validation email allowing them to create their credentials.
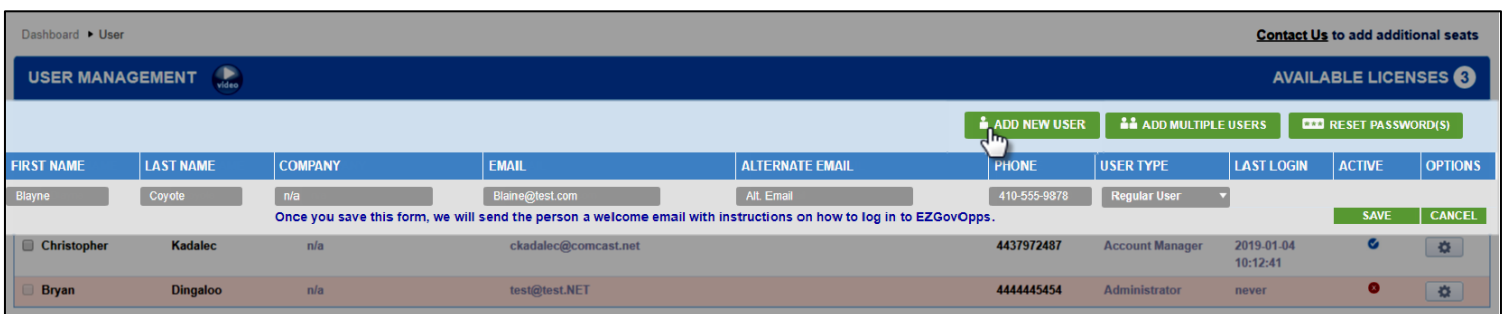
After a user has been added to the account, the new user can be granted Administrator or Regular User permissions via the "User Type" column. Administrators have the ability to add/delete sub-users, create workspaces in the Collaboration Center, and can lock and hide folders in the File Cabinet.

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**.