User Management for Civil Society Partners

Overview: This guide covers how civil society partners, with the right administrative privileges, can manage users on the UN Partner Portal through the following:

- Add new users
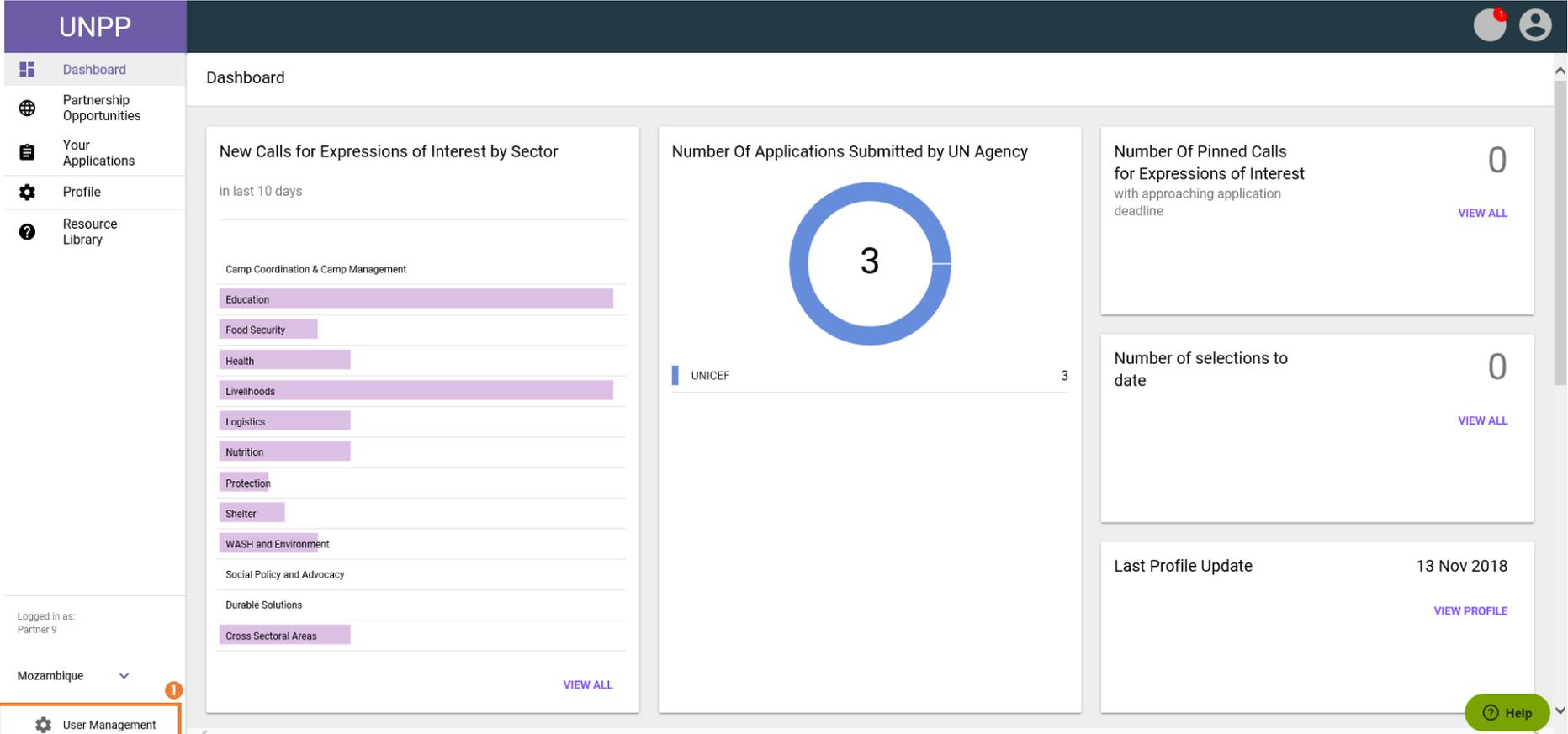- Deactivate users
- Change user roles

Please note only specific users with the correct administrative privileges can manage users for their country office. Please review the guide on user roles and permissions for further information.

Steps	Description	Action	Notes
1	User Management Page	On the lower left corner of the navigation bar, click on the *'User Management'* (1) icon to access the user management page.	This will direct you to the *User Management Page.* If you do not see the 'User Management' icon, this means you do not have the administrative privileges to manage users in your organization.
2	User Management Dashboard	View the user management dashboard	The dashboard will display the current role you have on the Partner Portal for your organization Click on '*Home Page' (1)*to return to the main UN Partner Portal dashboard page Click on the *'Users' (2)* page to manage users within your designated role as an administrator
3	Manage Users	On the left navigation panel, click on the '*Users' (1)* tab to go to the Users page	You can view and search for users within your administrative privileges. Please note if users fall out of your administrative privileges (for example by belonging to a different country office) you will not be able to manage their access to the UN Partner Portal.
3a	Add New User	On the top right corner, click on the 'New User' icon (1) Enter their full name (2) and provide and e-mail address (3) for the user Select their role for the office (4)	An e-mail will be sent to the user, inviting them to the UN Partner Portal with login instructions. It is important that a correct and valid e-mail address is included when adding a user. Please note that you can only assign users based on your administrative privileges. In this example as the administrator only has administrative privileges in the Tanzania country office, he/she can only add users within the Tanzania country office. If your role has access to multiple country offices, you can manage users for multiple country offices You can select one of the following roles per user in the country office: • Administrator

		Click on 'Ok' (5) to invite the user	• Editor • Reader
3b	Edit User Role	In the user page: Click on the row of the user you would like to edit. At the end of the row click on the 'Pencil' icon to edit the user role (1) Alternatively you can click on the three vertical bullets (2) and click on *'Deactivate User's Account'* (3) to deactivate accounts	Please note once you deactivate an account the entire account permanently disappears from the system.

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