

## Creating Users in ConnectHQ

- 1. Login to ConnectHQ (Only Account Admins can add/remove account users)
- 2. Select the Administration menu/User Groups (If your User Group has already been created on this account, you can use existing group and skip to step 5 in this section)

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## 3. Select +Group

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## 4. Fill out the values

- a. Name = Provide a name for your group (ex. Technical Team)
- b. Category = Account (You can choose Group if this user will be specific to a single group)
- c. Account = Select your account
- d. Role = Select role based on what access you need for this group
  - i. ROLE\_ACCOUNT\_ADMIN This role is for main account administrators and has full access to the account. They can change items on the account and create and assign other users.
  - ii. Enterprise Technical This role can access everything on the account and make changes. They will not be able to add additional users or create custom fields.
  - Enterprise View Only This role can access all items on the account but only to view. They cannot make any changes.
  - iv. Enterprise Sub-Account Admin This role is only for users that need access to a single sub account. This role has the same level of access as ROLE\_ACCOUNT\_ADMIN but only for a single sub account.

- e. Users = Can add available users here or you can click Create and add Users to this Group later
- 5. Select the Administration menu/Users

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## 6. Select the +USER icon

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- 7. Fill out the values
  - a. First Name
  - b. Last Name
  - c. User Name = email address of the user is preferred
  - d. Category = Account (You can choose Group if this user will be specific to a single group)
  - e. Select Main Account User bubble
  - f. Select Main Account = Select the Main parent account or for subaccounts, select the actual subaccount
  - g. User group = Select one of the User Groups available
  - h. Email
  - i. Is Api User = toggle turned off (If you need access to APIs, please contact your sales support team for assistance)
- 8. Click Create
- 9. On Administration menu, Enable the user

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10. After user enabled, user will receive confirmation email. Once email sent, user can go to ConnectHQ and perform a reset password at any point.

		Username, email or SSO domain
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	BUSINESS	Password
	WING Digital Hub	Check for Single Sign on Users
	Powered by NOKIA WING	Sign In
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