ADDING A NEW USER TO YOUR ACCOUNT

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From your Ariba Dashboard, **click on your initials** in the top right corner to expand the settings menu and click on **Setting** and then **Users**

		0
		standard@pnc.com My Account Contact Administrator
	Account Settings Customer Relationships Users	PNC Standard Account- TEST ANID: AN01460146694-T Standard account
	Notifications Application Subscriptions	Company Profile Marketing Profile
on	Account Registration Network Settings	Settings , http://www.settings

The **Manage Roles** tab will be selected by default. You can view any existing roles for your account and can create new roles directly from this page by clicking on the blue '+' button

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Customer Relationships Users Notifications A	pplication Subscriptions Account Registration API manageme	nt
Manage Roles Manage Users Manage User Av	thentication Revoked Users More	
oles (1)		
eate and manage roles for your account. You can edit the	role and add users to a role. The Administrator role can be viewed, b	out cannot be modified.
ermission		
Select permission assigned		
Apply Reset		
		+
Role Name	Users Assigned	Actions
Administrator	Testimone South	<u></u>



To add a new user to the account, click the **Manage Users** tab located at the top of the page. You will see any existing users on that account listed as well at the roles they are assigned.

To add a new user, click on the blue '+' button

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Users Manage Use	r Authentication	Revoked Use	rs More#				
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Enter in the user information to create a new user account and assign a role. Ariba will email a temporary password to the address provided for the new user account.

Create User	
New User Information	
Username:*	testuser@pnc.com
Email Address: *	testuser@pnc.com
First Name:*	John I
Last Name: *	Smith
Office Phone:	Do not allow the user to resend invoices to the buyer's account. (i) This user is the Ariba Discovery Contact (i) Limited access (i) Country Area Number USA 1 V



If you have not created any roles for your users - you will be prompted to do so now.

Click on Create Role.

Enter in the name of the new Role and **select the permissions for this role**. For Example, if a role needs to view orders and invoices and submit new invoices, they will need **Inbox and Order Access**, **Outbox Access**, and **Invoice Generation** respectively.

Name	Description
	No items.
ou have not created any roles. You must create roles or set this user as	Ariba Discovery Contact before you can create sub-accounts.
Create Role	
ate Role	
dicates a required field	
N Role Information	
Name Association	
Name: - Accounts Receivable	
Description:	
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ermissions In role must have at least one permission. In rade your Ariba Network, standard account to an enterprise account to enable all permissions.	
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Select the newly added role or multiple roles for this user

Role Assi	gnment	
	Name	Description
	Accounts Receivable	

You can specify if the access applies to all or select customers.

Click **Done** to add the user.

Assign to Customore	All Customars	
Assign to customer.	All Customers	
	Select Customers	

Click Save

	Username	Email Address	First Name	Last Name	Ariba Discovery Contact	Role Assigned	Customer Assigned	AN Access	Actions
	standard@pnc.com				No	PROFILE_MGMT_ROLE, +5	All(1)	Yes	
	testuser@pnc.com	testuser@pnc.com	John	Smith	No	Accounts Receivable	All(1)	Yes	Actions 🔻
Ļ	Add to Contact List	Remove from Contac	t List						
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								Save	Clo