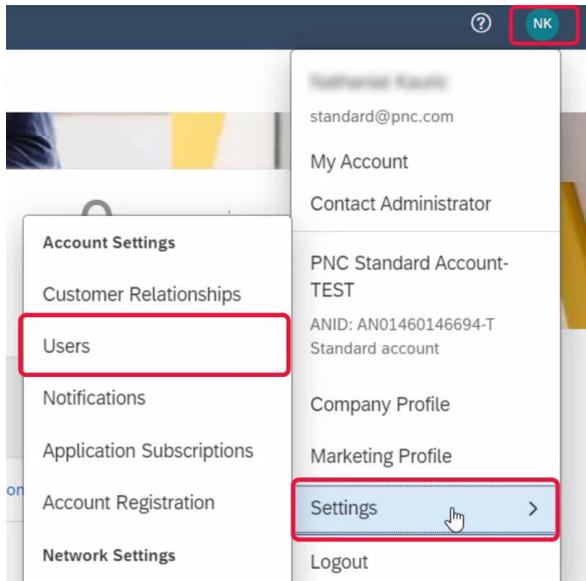# ADDING A NEW USER TO YOUR ACCOUNT

ADDING A NEW USER TO YOUR ACCOUNT

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**
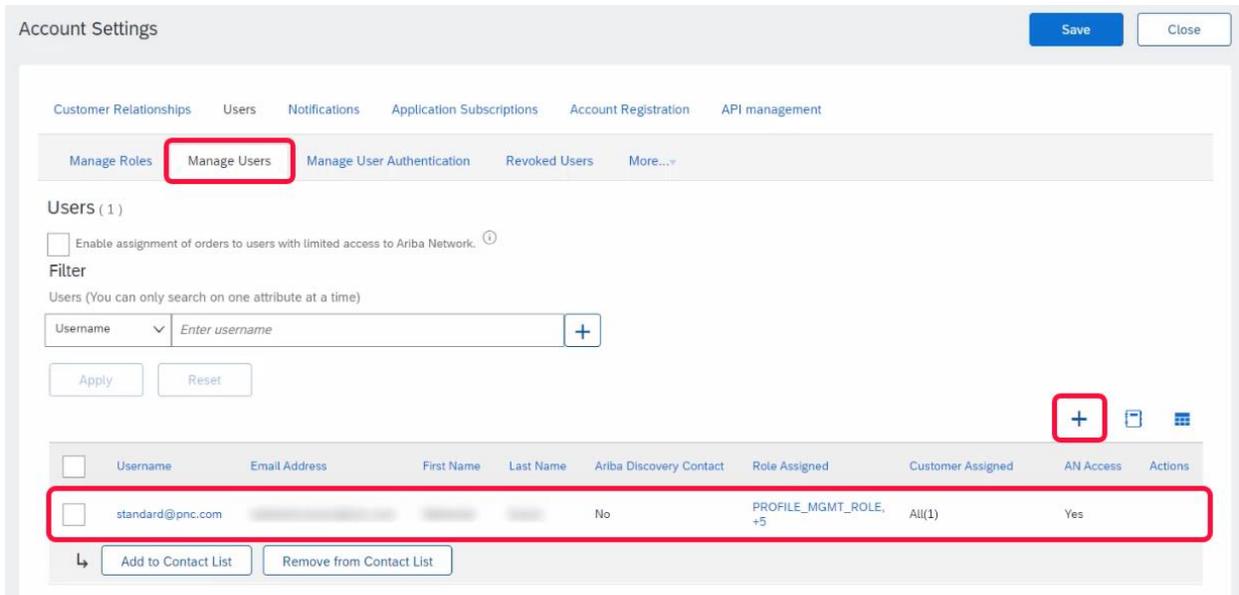

The **Manage Roles** tab will be selected by default. You can view any existing roles for your account and can create new roles directly from this page by clicking on the blue '**+**' button
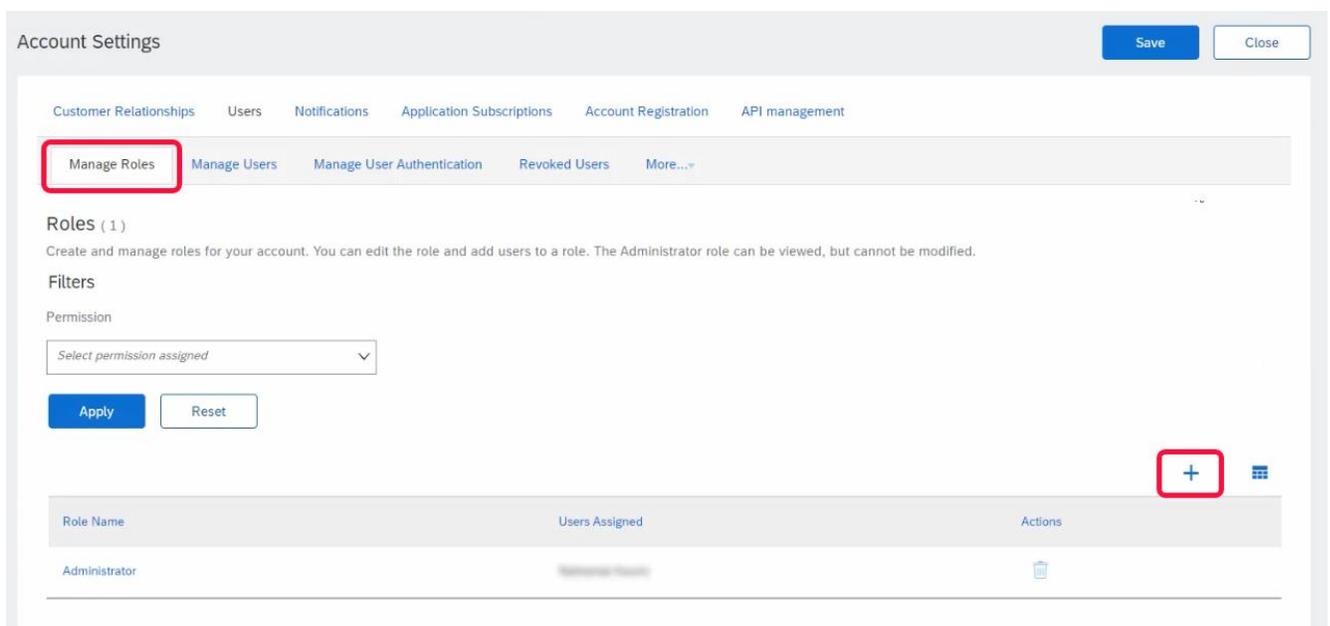
To add a new user to the account, click the **Manage Users** tab located at the top of the page. You will see any existing users on that account listed as well at the roles they are assigned.
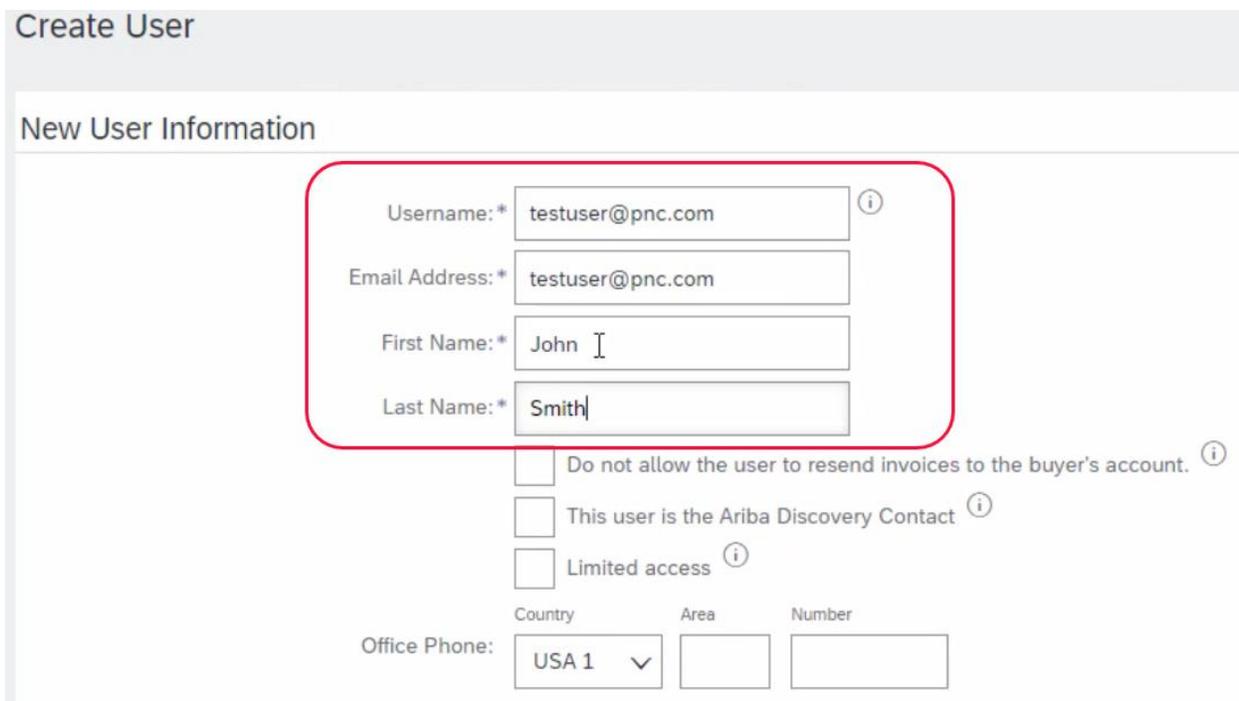
To add a new user, click on the blue '**+**' button

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.

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.

Role Assignment

Name	Description
	No items.

⚠ You have not created any roles. You must create roles or set this user as a Ariba Discovery Contact before you can create sub-accounts.

[**Create Role**]

Create Role

* Indicates a required field

New Role Information

Name: * Accounts Receivable

Description:

Permissions

Each role must have at least one permission.
Upgrade your Ariba Network, standard account to an enterprise account to enable all permissions.

	Permission	Description
☐	Customer Administration	Manage customer relationships
☐	Customer Relationships	View customer relationships
☑	Inbox and Order Access	View and search documents in Inbox and take actions based on your role
☐	Invoice Generation	Generate invoices, as supported by customers (requires Inbox and Outbox Access)
	Invoice Report Administration	Access to Reporting, and Invoice Report type
☐	Order Change Request Acceptance	Allows the user to accept the changes proposed for the purchase order in the order change
☐	Order Change Request Proposal	Allows the user to propose alternate values for the changes proposed for purchase order in
☐	Order Change Request Rejection	Allows the user to reject the changes proposed for the purchase order in the order change r
☐	Outbox Access	View and search documents in Outbox and take actions based on your role

Select the newly added role or multiple roles for this user

Role Assignment

	Name	Description
☐	Accounts Receivable	

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

Click **Done** to add the user.

Customer Assignment

Assign to Customer: ● All Customers
○ Select Customers

[Done] [Cancel]

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 ▾

| ↳ | [Add to Contact List] | [Remove from Contact List] |

[Save] [Close]