# Setting Up a New User

1. From your HireRight Screening Manager, click **Account Setup** then **Manage Users** in the left side navigation menu.
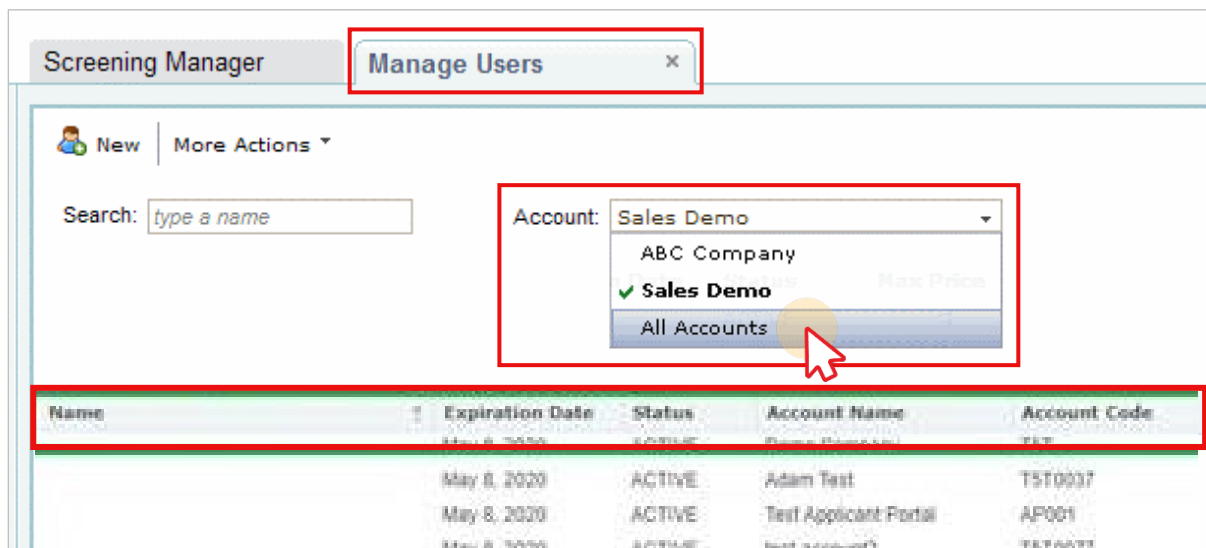
   This will open the **Manage Users** tab.

   The Manage Users tab lists all users on the account. The Manage Users summary page shows a list of the account users **Name**, their account **Expiration Date**, their account **Status**, their **Account Name**, and their **Account Code**.
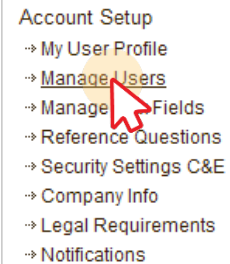

   You can choose to view users in one account, or all accounts, by using the **Account** pull-down menu.

   NOTICE: When you are viewing a summary of "All Accounts", the Permissions column will not appear. The user **Permissions** column will only show when you select an individual account because a single user may have different permissions for different accounts. The above summary is for the **Sales Demo** account and therefore shows the Permissions column.

2. From the Manage Users tab, click the **New** button.
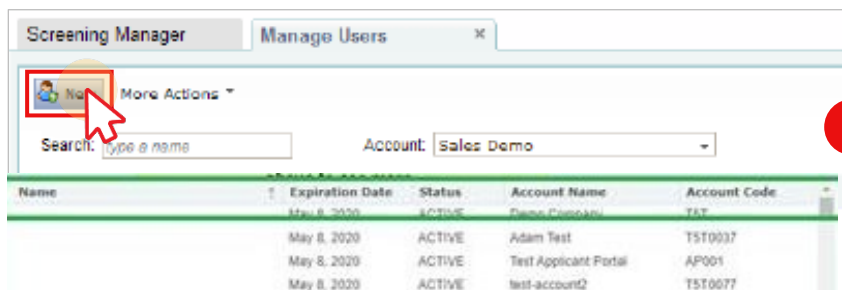
   This will open a **New User** tab.

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3. From the New User tab, enter the new user's information in the User Information and Contact Information areas of the screen.

4. Assign the user permissions to the appropriate account by clicking on the "**Add Account**" pull-down menu.

5. If you use HireRight from an **integrated solution**, such as ATS (Applicant Tracking System) integration, fill out the **Reference ID** field on all accounts.

NOTES:

- **Missing or invalid reference id** for a user will prevent the user from using the integrated solution

- Use the same **reference id format** as existing users (in most cases it is either the user's email address or the user's id)

- Reference ID's **are case sensitive** and need to be entered exactly as captured on the client's or partner's system

6. Click **Save** to create your new user.

Editing Users Permissions

1. Open the Edit User tab by **right clicking on the name of the user you wish to edit**, and selecting **Edit** from the pull-down menu.

This will open the **Edit** tab.

If you are using parent and child accounts, the Add Account pull-down menu will allow you to select from your entire list of accounts. When account selection is changed, the list of roles will reload with roles that are assigned to users in that selected account. Assigning no roles will mean that user will not have access to selected account.

The new Edit User tab shows all roles defined in the account, and allows roles to be assigned to a user. Mouse over a role name or checkbox to show a tooltip that displays a description of the role.

The Permissions area allows you to see the different permissions of the user in their different accounts, and allows you change either or both from one simple location.

2. Edit the permissions for this user in either or both accounts.

3. Click **Save** to save your changes.