Global Access Network

GUIDE TO ADDING USERS TO THE MEMBERSHIP

Email: members@daglobal.org
Website: https://www.daglobal.org/

Managing Users

Introduction

Company Administrators (main contacts)can easily manage who has access to benefits through the organizational membership through the Company Profile within the membership portal.

Types of Users

A **company administrator** (main contact) is a contact who has the ability to see who is listed as a user on an organization's membership, assign/ remove licensed user access, pay/view invoices, and receives all communications directly related to the organization membership upkeep and renewal.

A **licensed user** contact is a contact that has been assigned a license by the company administrator and access to all the benefits included in the membership such as:

- access to the Member Resource Hub
- access to discounted professional development opportunities
- free live and recorded webinars
- access to the member directory to search and view other members in the DA Global network
- post jobs
- and more!

A **simple user** (not assigned a licensed user) does not have access to any of the membership benefits and is simply affiliated to the organization account.

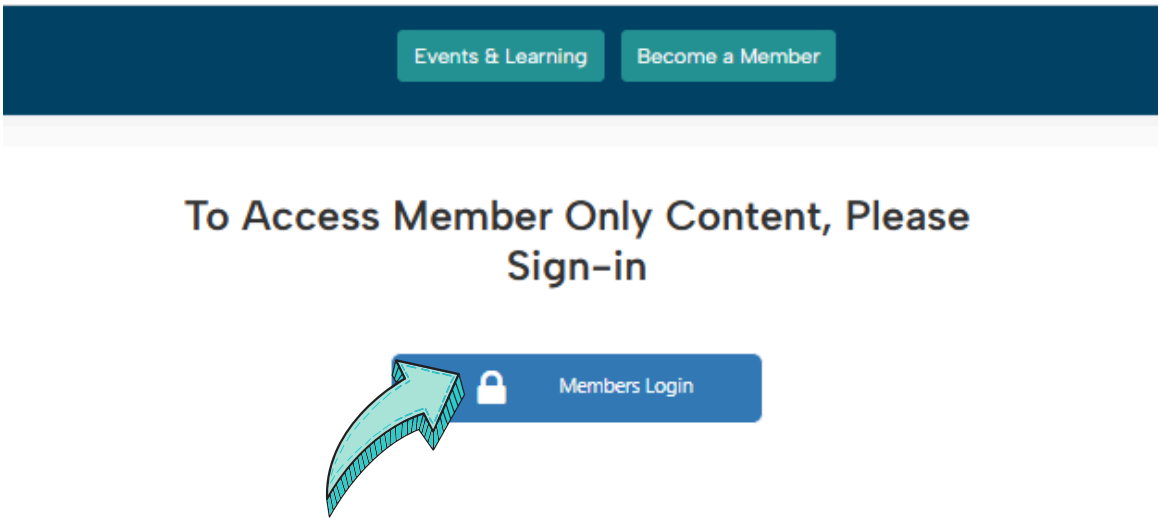
Managing Users

Viewing Contact List

To view a complete list of users attached to the organization membership account, follow these steps.

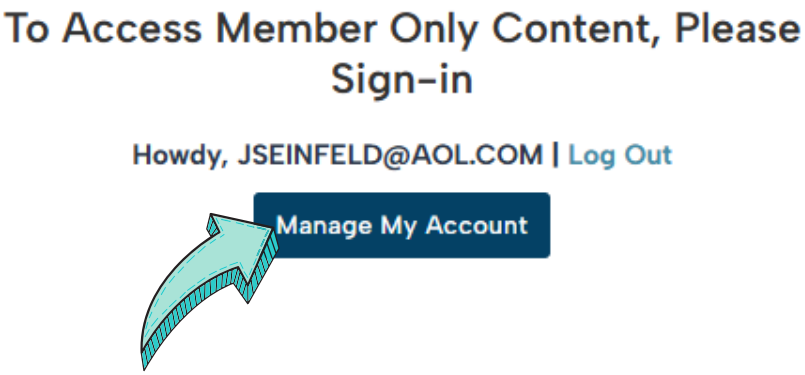
Step 1

Sign into your account here. Please note that only company administrators can manage account users..



Step 2

Click on “Manage My Account”.



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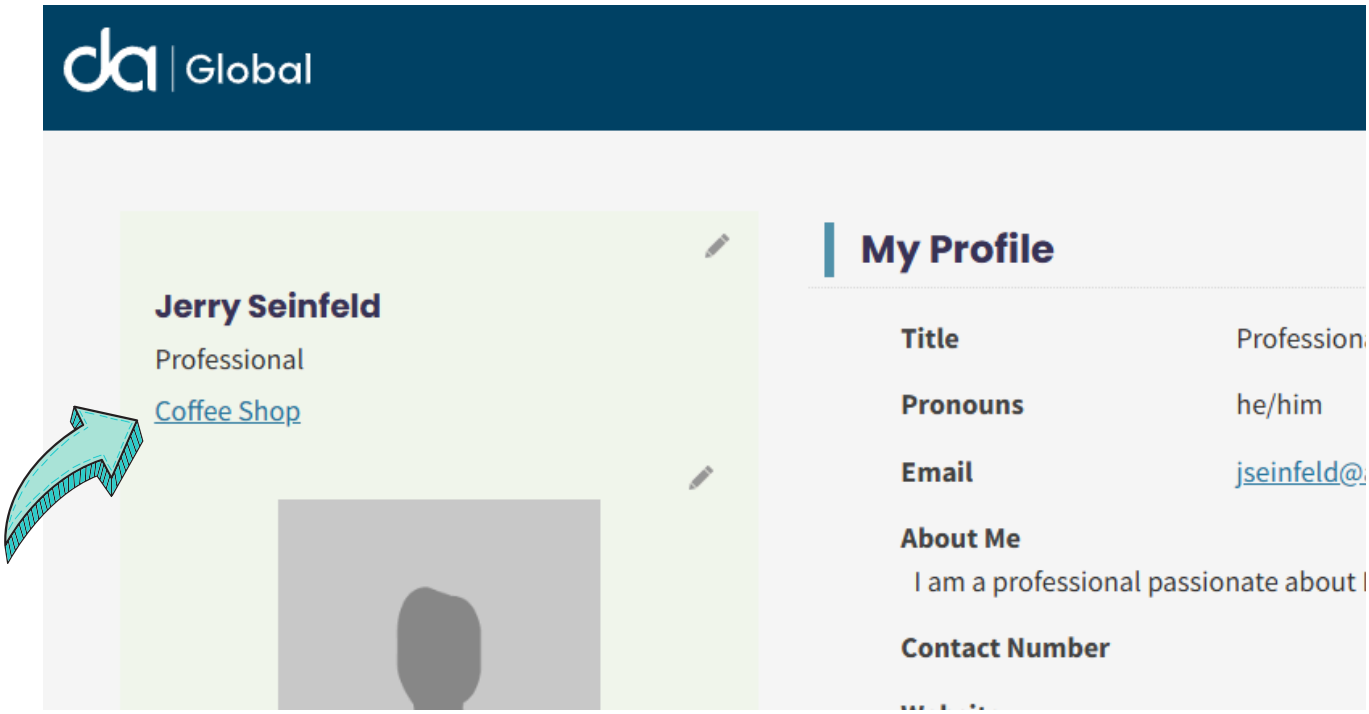
Managing Users

Viewing Contact List

Step 3

Go to your organizational profile.

- You can find the hyperlink to your organization's profile on the left hand side of the screen just above your profile picture. Click here.

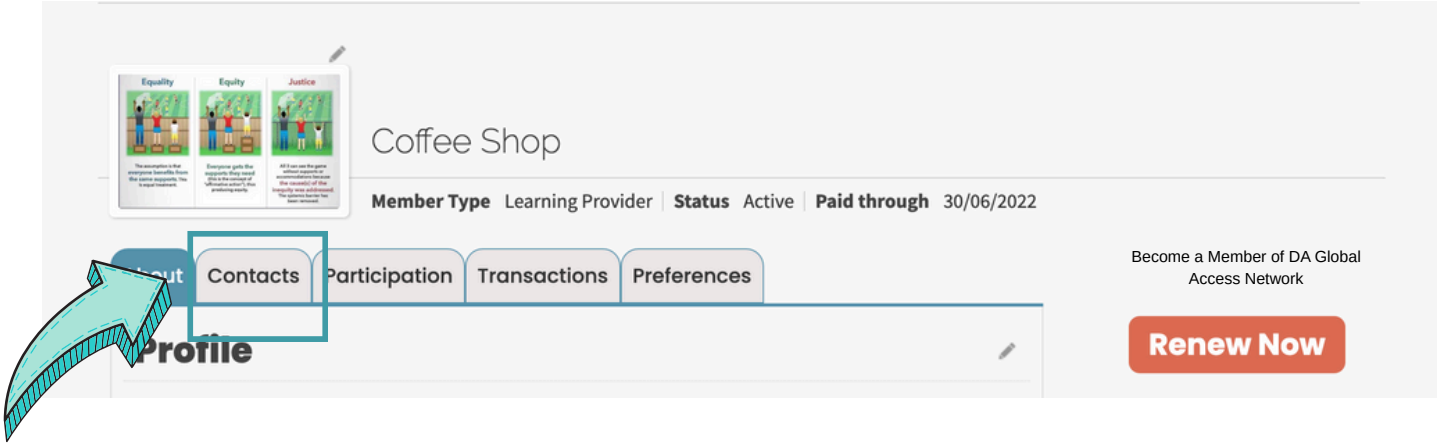


Managing Users

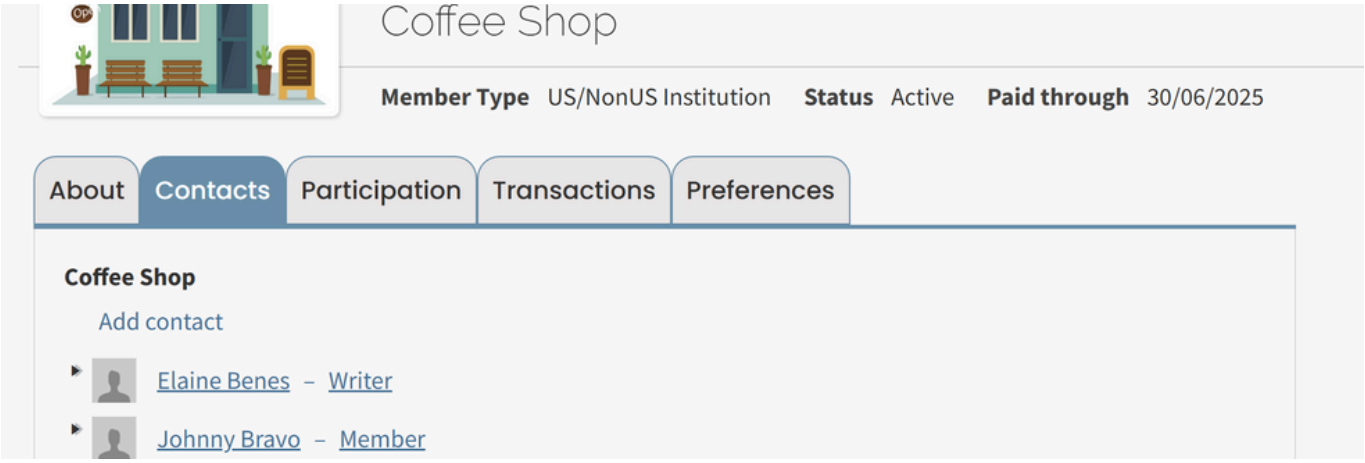
Viewing Contact List

Your contact list is a complete list of all users (company adminsitratos, licensed users, and simple users) that are affliated with the memberhsip account. Follow these steps to view the full list of users on your account.

Click the **"Contacts"** tab after arriving to the company profile page.



Once on the "**Contacts**" tab you will be able to see the full list of users.

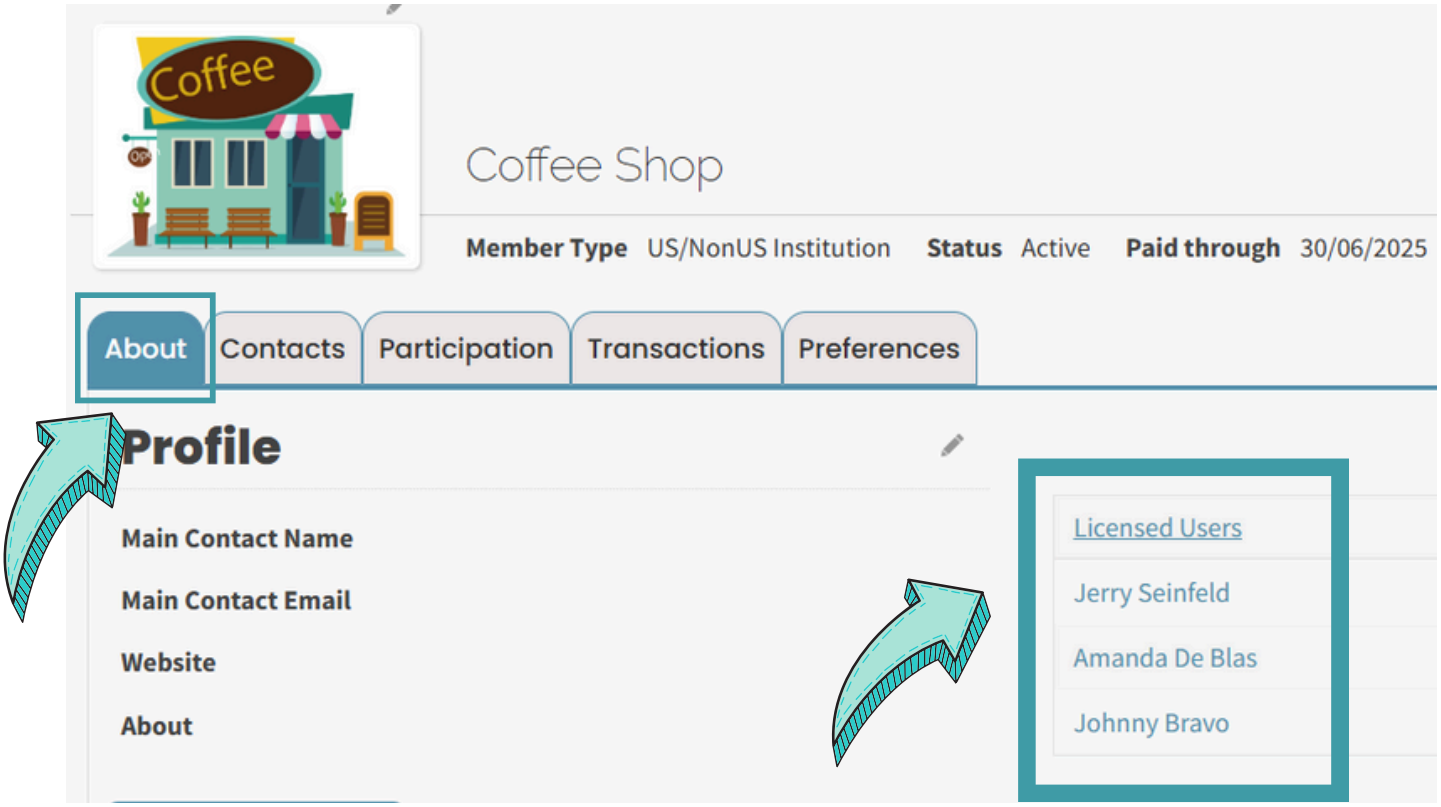


Managing Users

Viewing Licensed Users

Licensed users have been assigned a license by the company administrator and have access to membership benefits.

View the licensed users by clicking on the "**About**" tab.



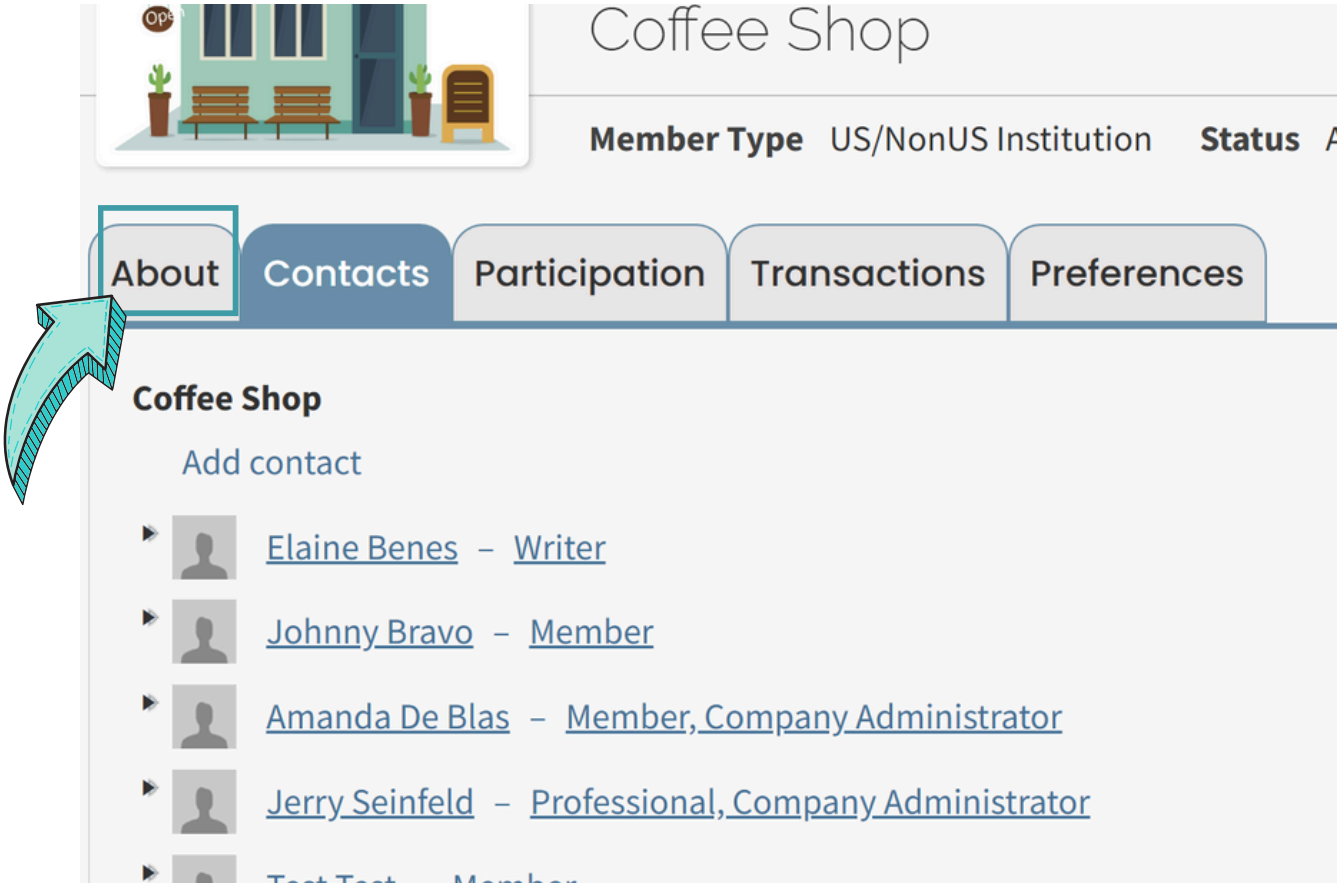
The list of licensed users can be found on the right side of the screen.

Managing Users

Managing Licensed User Access

Each organization is alloted a certain amount of licenses according to their level. These licenses can be added and removed as needed only by the company administrator.

Go back to the **Contacts** tab on the company profile

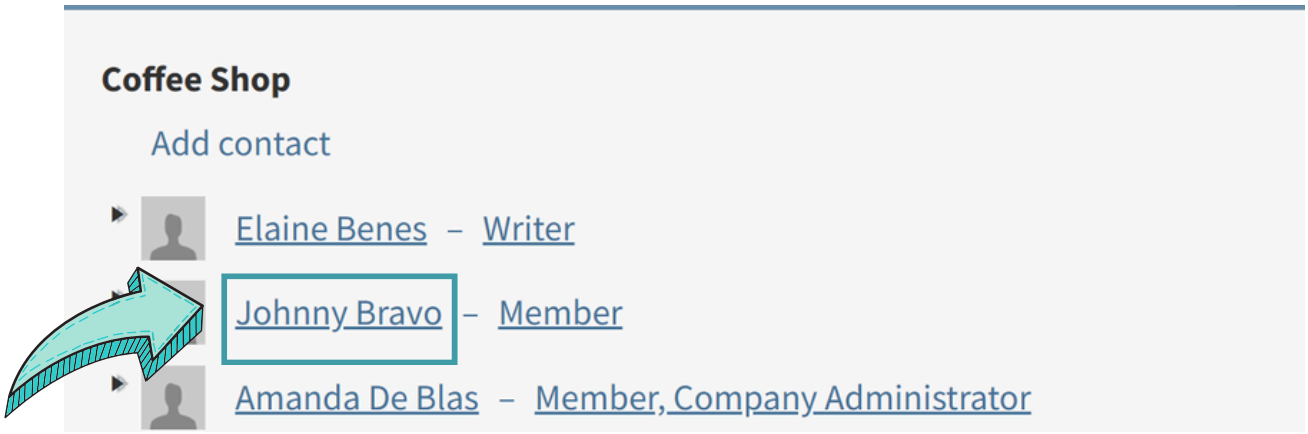


The list of licensed users can be found on the right side of the screen.

Managing Users

Managing Licensed User Access

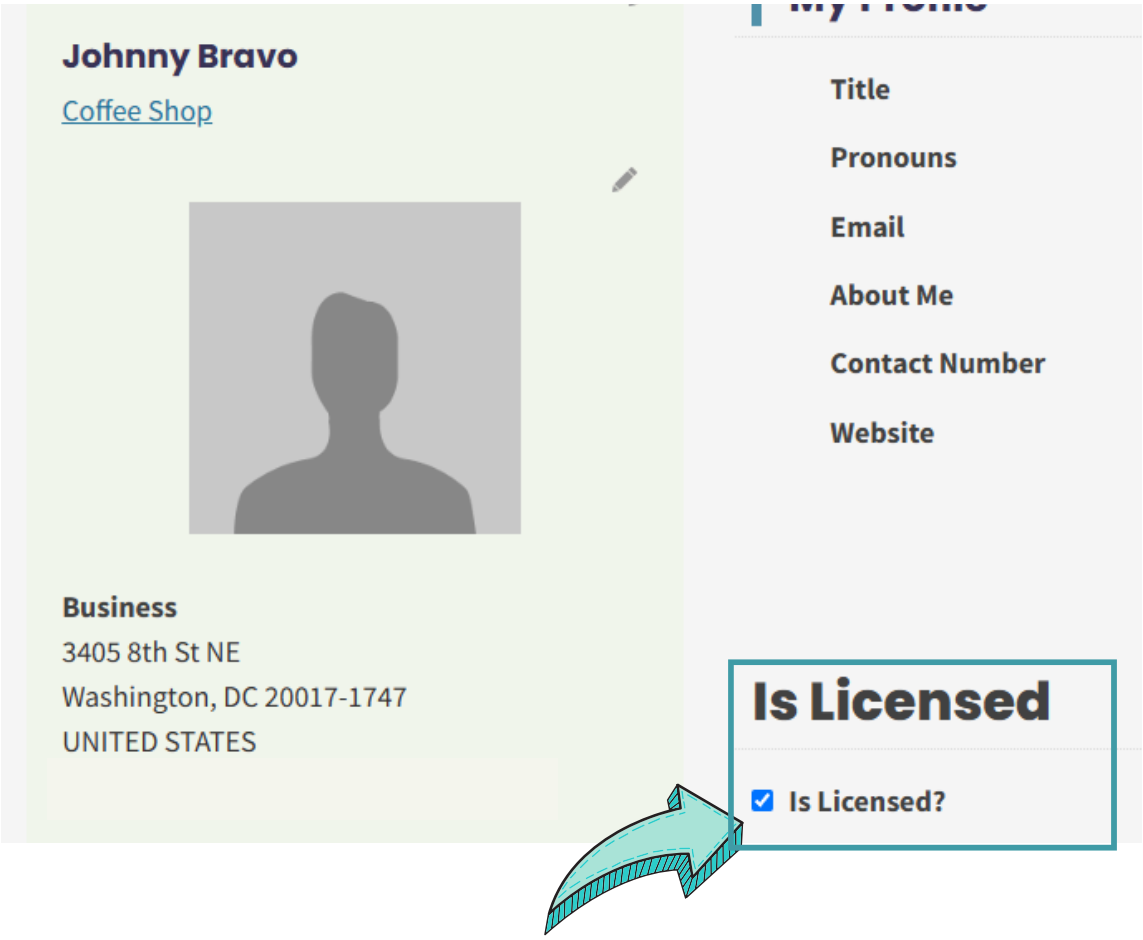
Click on the name of the user whose access you would like to edit.



Managing Users

Managing Licensed User Access

Once on the selected users profile, you may check or uncheck the “Is Licensed” box to add or remove access to membership benefits.

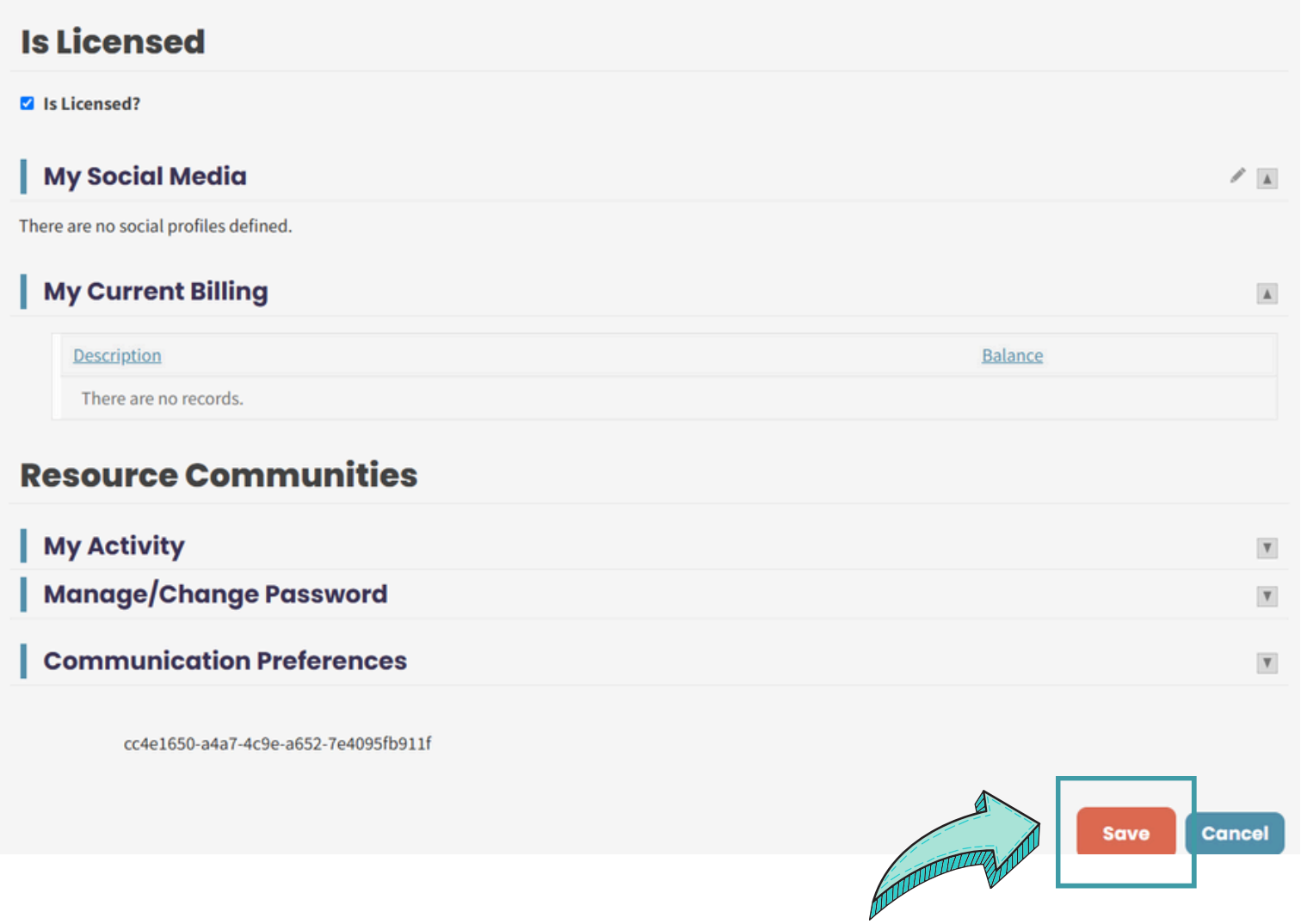


The list of licensed users can be found on the right side of the screen.

Managing Users

Managing Licensed User Access

Be sure to click "**Save**" at the bottom right hand side of the screen to save the changes. The user will have access to benefits within the next 24 hours.



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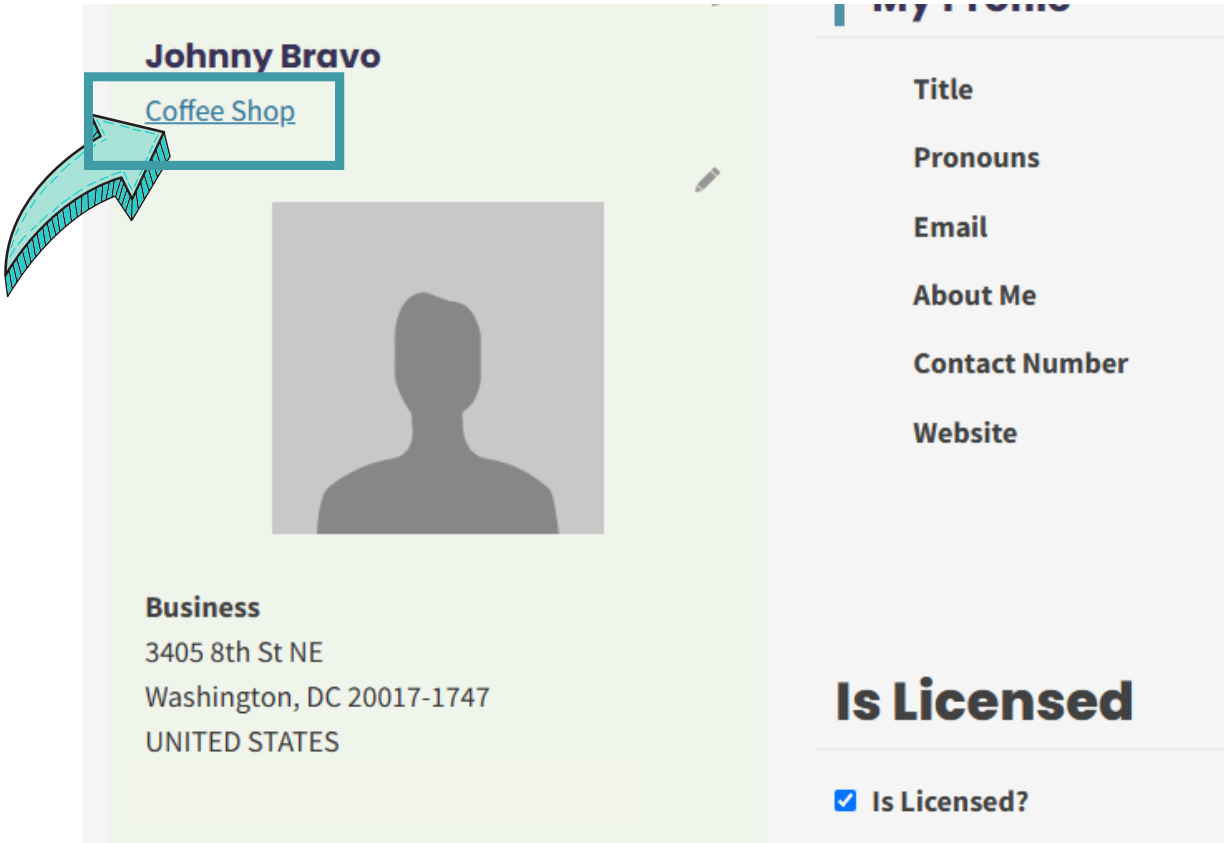
Managing Users

Managing Licensed User Access

You can return to the company profile to see the updated list of users by clicking on the hyperlinked company name above the profile picture.

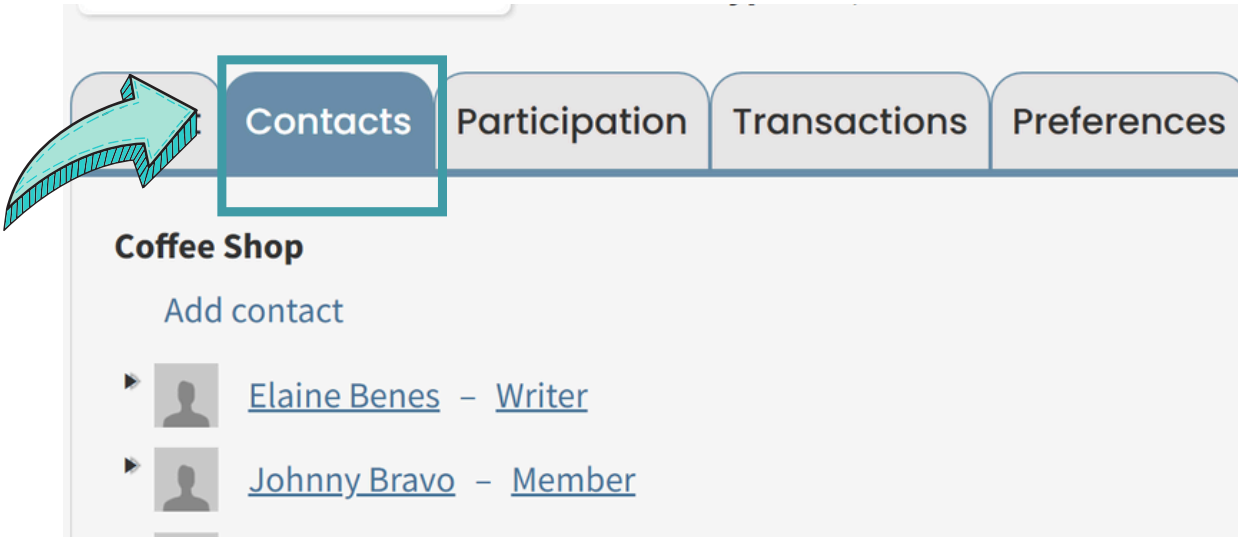


Managing Users

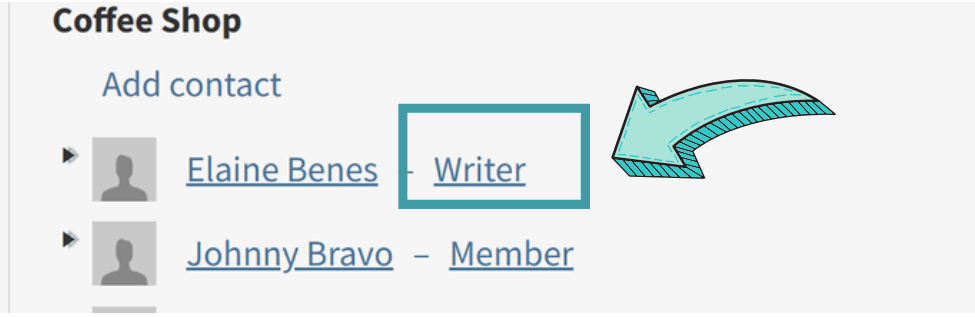
Editing & Removing a User from the Contact List

You can edit the title or remove a user completely from the list of affiliated contacts with the **company profile portal**.

Click on the **Contacts** tab on the company profile



Click on the title of the user you would like to remove



Managing Users

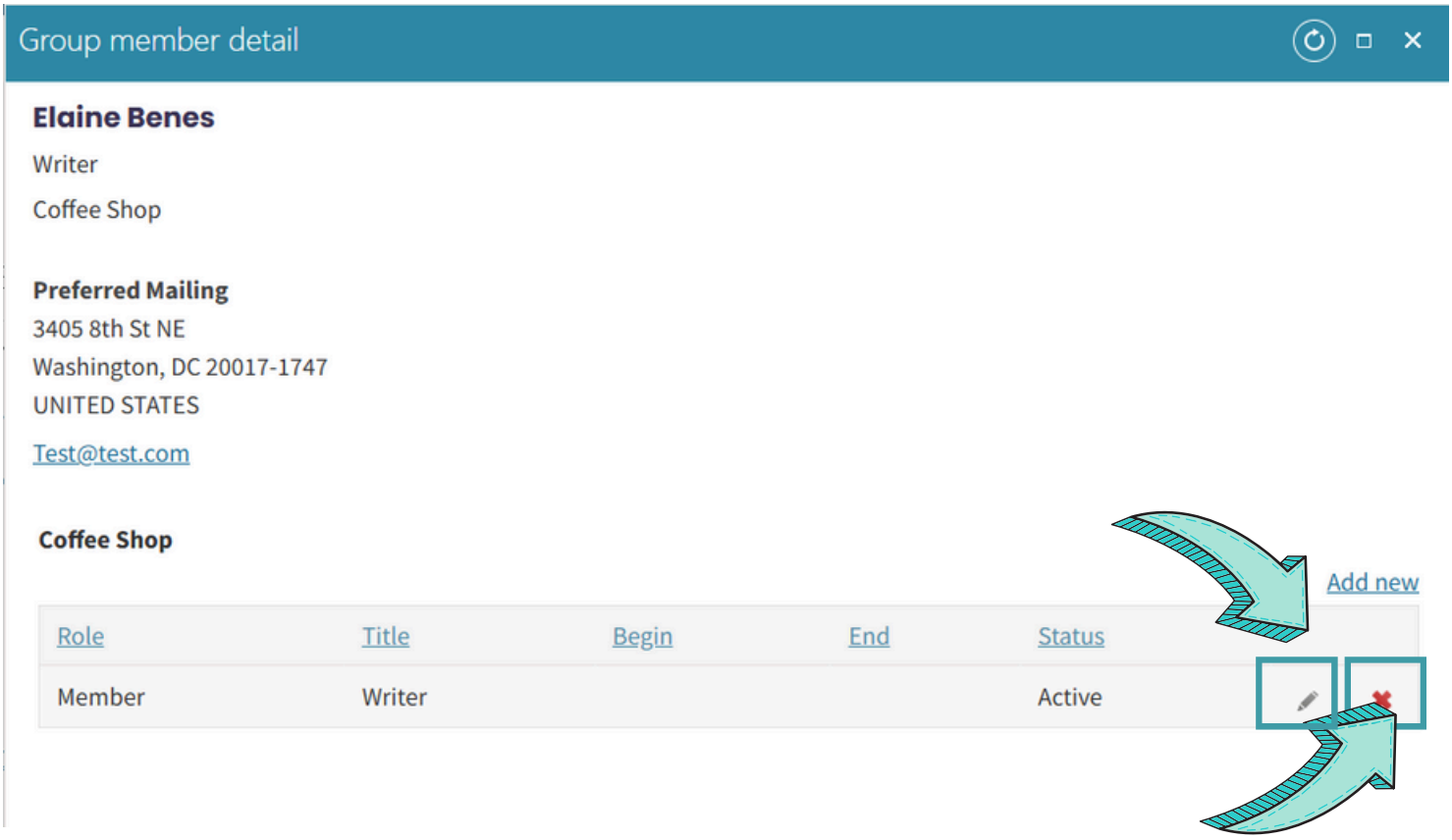
Editing & Removing a User from the Contact List

A pop up window with the users details will open.

Click on the **X** on the right side of the screen to remove the user completely from your list of contacts.

Click on the **pencil icon** on the right side of the screen to edit details the title of the user.

Be sure to **save** any changes.



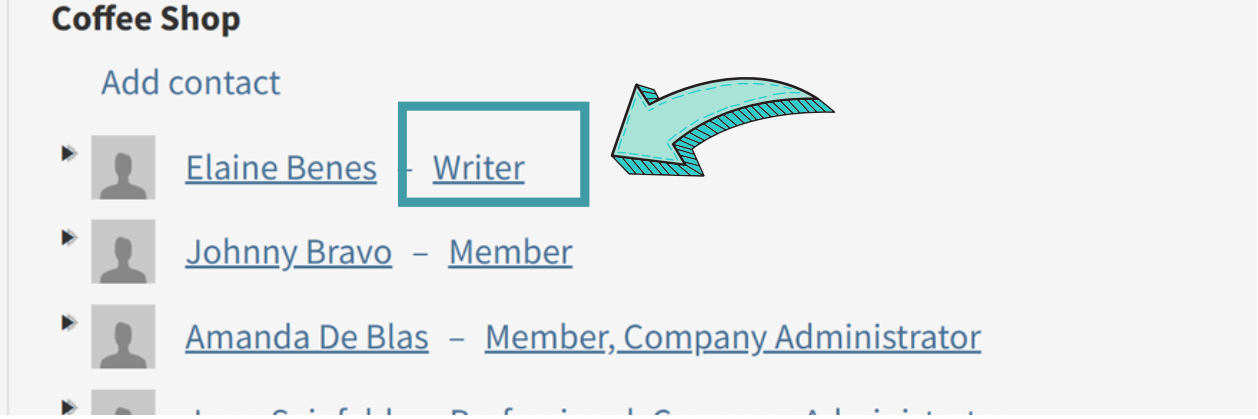
For **adding a new contact**, please have any user create their own account first following the steps on the " How to Create an Account" PDF.

Managing Users

Adding or Removing a company administrator

A company administrator is a user that has access to renew the membership, edit user access, and pay invoices associated with the company account.

Click on the **title** of the user you would like edit company administrator access.



Managing Users

Adding or Removing a company administrator

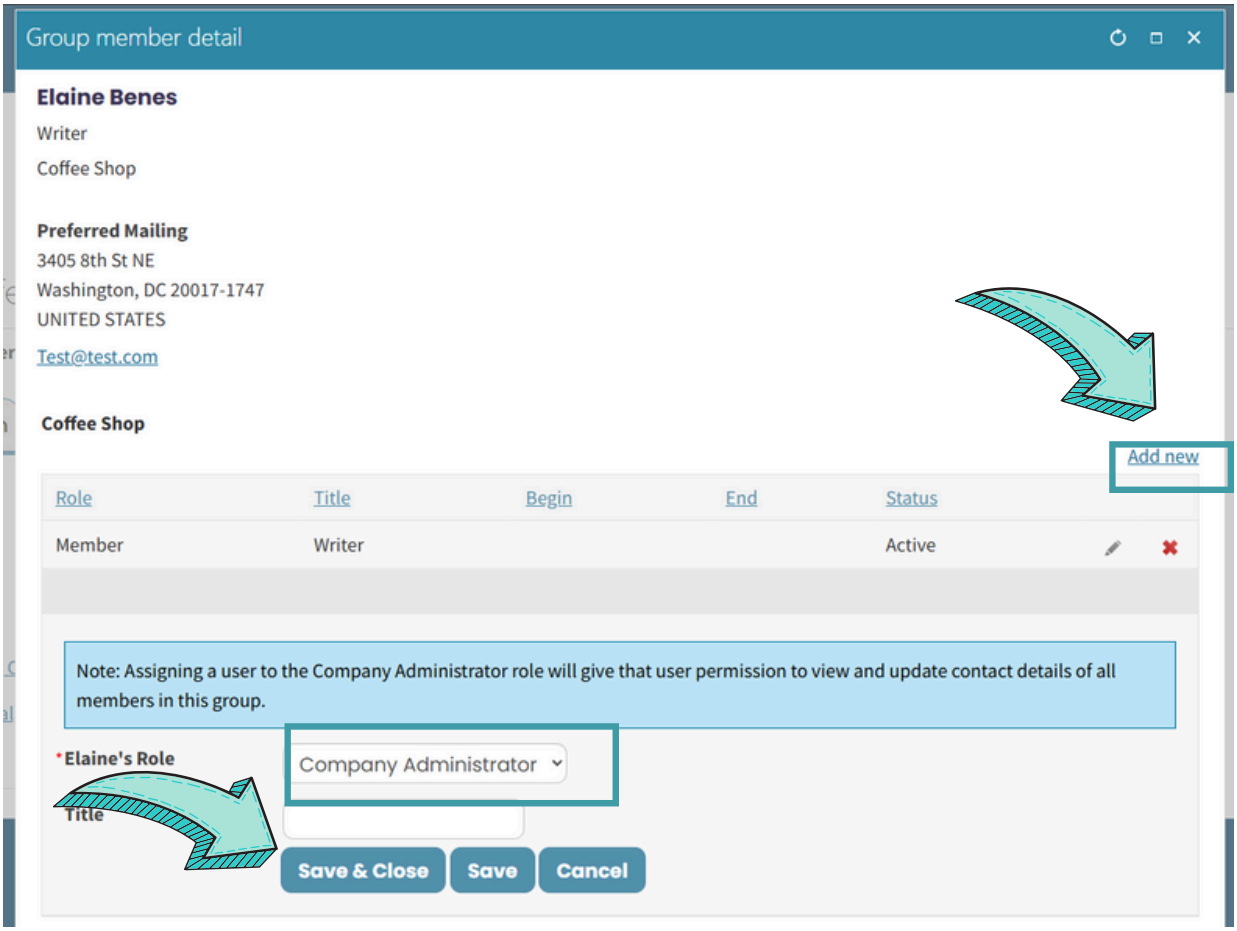
A pop up window with the users details will open.

Click on **Add New** on the right side of the screen to edit their access level.

Select **company administrator** from the drop-down list.

Please note that a user must be assigned by roles of “Member” and “Company Administrator”.

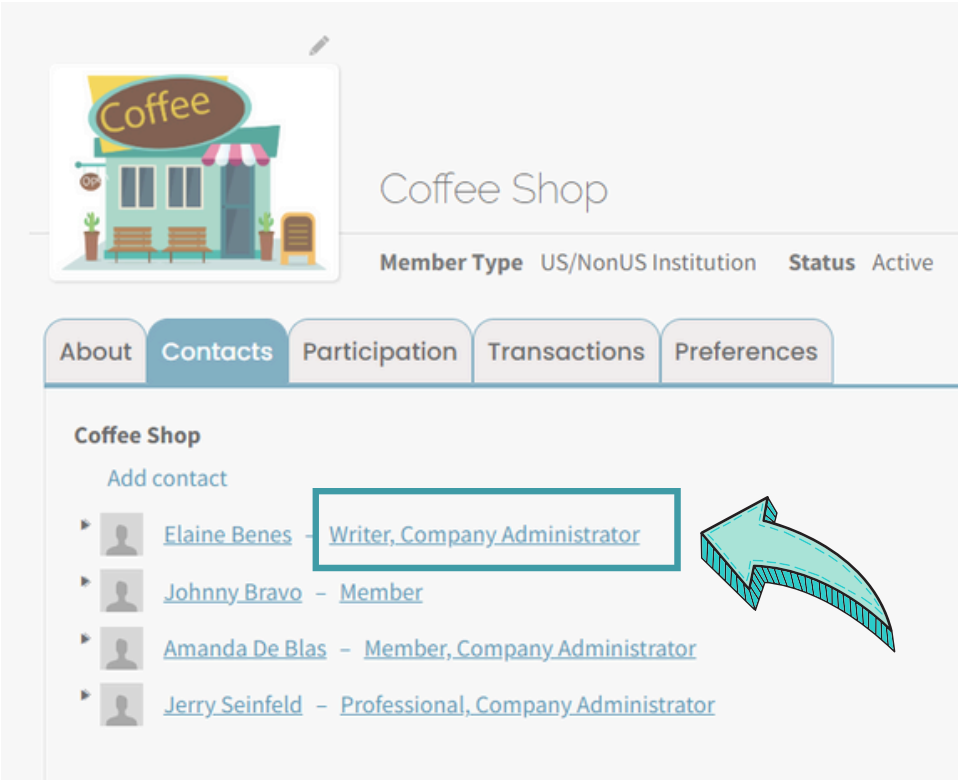
Be sure to **save** any changes.



Managing Users

Adding or Removing a company administrator

Once back on the main company profile screen, the selected user title will be updated with the new role.



Managing Users

Adding a New User to the Account

Any user, whether they are a part of a member organization or not, should create their own user account rather than the Company Administrator creating the account on their behalf. This is to ensure that the user has correct details on their password and username.

Once the account is created, the user can contact the account company administrator in order to receive licensed user access.

Any individual who does not know their organization's company administrator can contact members@daglobal.org.

To create their account they may follow the "Guide to Creating a User Account" found in the Member Resource Management webpage.