

## Adding a New User to Your Site



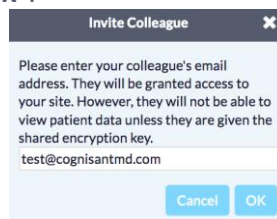
**Note:** You will only be able to add users to your site if you are a site administrator, with access to the Admin tab in the Ocean portal. You can only add one user to your site at one time.

If you are adding users who are new to Ocean:

- Log in to the [Ocean Portal](#) and navigate to the **Admin tab**.
- Enter the **Users** section (selected from the menu along the left).
- Scroll to the bottom of the page and click the "**Invite Colleague...**" button (on the right hand side of the page).

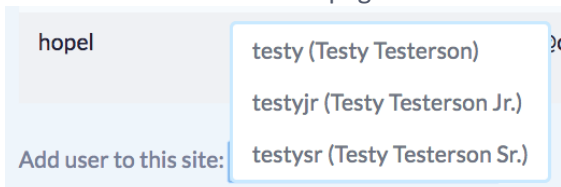


- Enter your colleague's email address and select "**OK**".



- Your colleague will receive an email prompting them to create an Ocean user account.
- Once your colleague has created an Ocean account, they will be **automatically added** to your site.
- If you wish for this colleague have administrative privileges for your Ocean site, simply click the checkbox beside their name, under the "**Set Site Admin**" column.
- If you are adding users who have an existing Ocean account:

- Log in to the [Ocean Portal](#) and navigate to the **Admin tab**.
- Enter the **Users** section (selected from the menu along the left).
- Scroll to the bottom of the page to find the box beside "**Add user to this site:**".



- Type in the user's **email or username** and select the correct user name.
- Again, if you wish for this colleague to have administrative privileges for your Ocean site, simply click the checkbox beside their name, under the "**Set Site Admin**" column.