User Management in ACORN Powered by EI Hub

Before Getting Started:

Certain ACORN account types can configure user roles. These accounts are referred to as Role Administrators.

To determine if you are a Role Administrator, navigate to the My Profile option on the EI-Hub landing page.

If your account type listed under the "Type" section of your My Profile page reads "Agency Admin", you can setup and configure user roles in the EI-Hub.



Step 1: Navigate to User Management

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On the User Management page, Role Administrators will search for the individual user whose user role(s) they want to configure.

Use the search feature to find the individual user.

Step 2: Open the Role Matrix

After finding the individual user through the search feature, select/click the ellipsis button and choose the Role matrix option.

The Role matrix is where a user's access is defined.

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Step 3: Configure User Role(s)

Select the appropriate account settings for the user in each of the four categories.

Remember, each user can have multiple roles per component. To add additional components and/or roles, select/click the plus sign (+). To remove components/roles, select/click the minus sign (-).

When all the appropriate components and roles have been input, select/click Save.

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