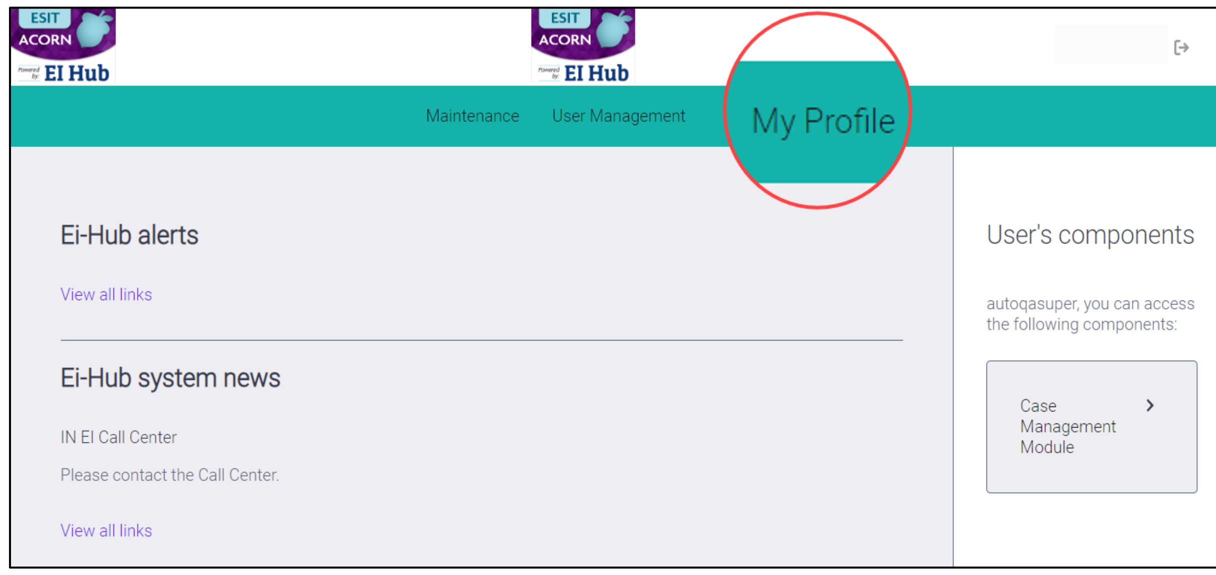
User Management in ACORN *Powered* by EI Hub

Before Getting Started:

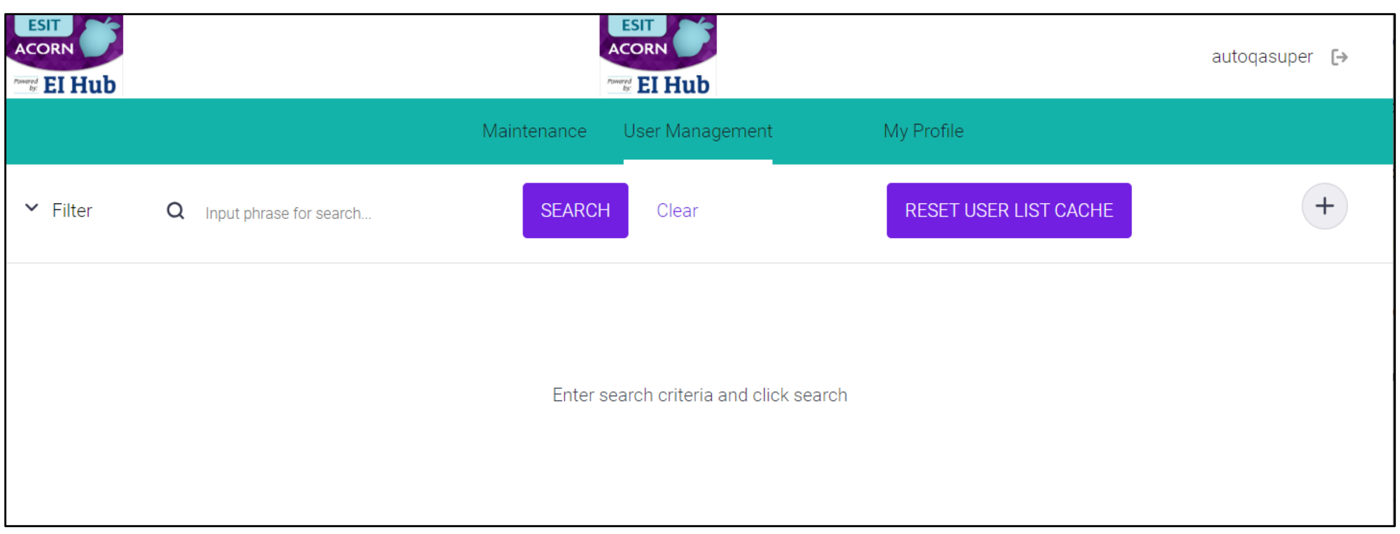


Certain ACORN account types can configure user roles. These accounts are referred to as **Role Administrators**.

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.

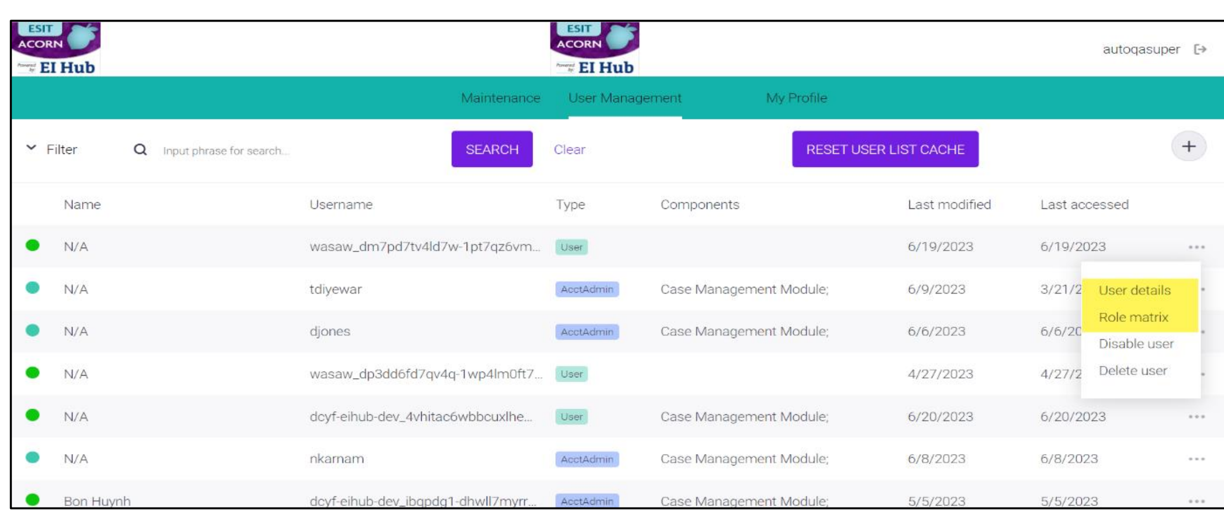
Step 1: Navigate to User Management



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.

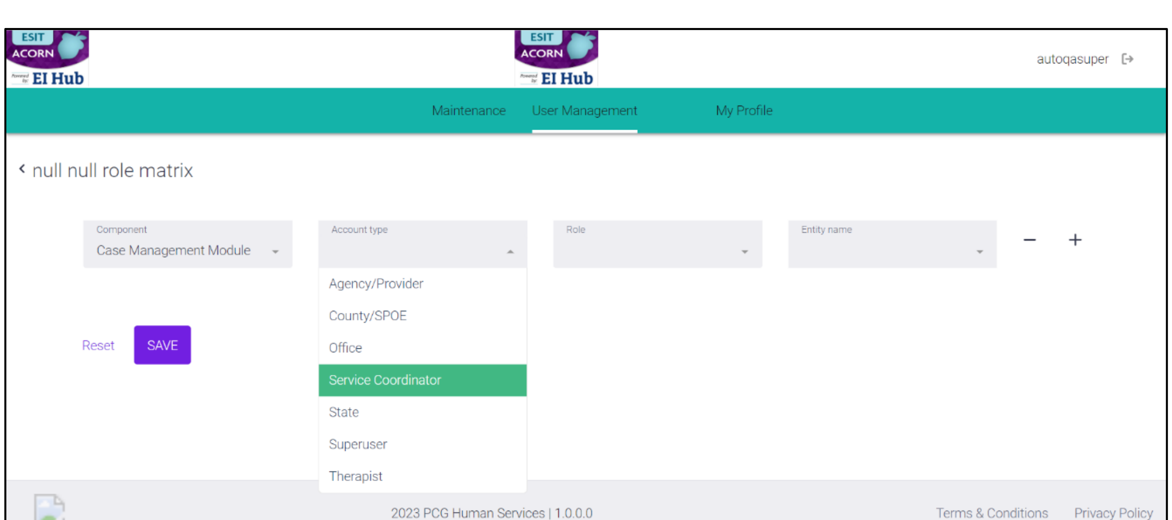
Step 2: Open the Role Matrix



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.

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**.