User Management
Update User and Access Information

Program Administrators manage all users and Tracers Guest Users in the Update User and Access Information section under Site and User Maintenance.

1. From the Setup menu, click **User/Site Maintenance**.
2. From the Application Administration page, click **Site and User Maintenance**.
3. Click the **Site ID** for the desired site.
User Management
Update User and Access Information Overview

1. Click **Update User and Access Information**
2. Use the User Search Options to filter and search for users
3. Click the **User ID** to access the user profile (reset password, Activate/Inactivate)
4. Click **Remove** to remove the user from the selected site (User will remain active on other assigned sites)
5. Click **Change Role** to change the user’s role. Additional roles can be added by checking the desired role
6. Click **Activate** to create a Tracers Guest User as a system user with a Login ID and password
7. Use AMP Access, Tracers Access, and Analytics Access to update user’s access to AMP, Tracers, and Analytics

**NOTE:** AMP Access, Tracers Access, and Analytics Tool Access MUST be updated individually. Only select one checkbox at a time and click **Apply** for the selected option.

**NOTE:** Click the blue headers to sort the user list.
User Management
Assign a User to a Site

1. Select the desired **User ID** from the Update User and Access Information page, then click **User Site Affiliation**

2. Click **Assign to existing site**

3. Search for the desired site using any of the search criteria

4. Click **Select** for the desired site
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5. Set the role(s), more than one role can be selected for one user.

6. Select AMP, Tracers, and/or Analytics Access

7. Click OK

**NOTE:** For Mock Survey clients, only one Mock Survey role can be selected per user in addition to other roles.

**NOTE:** If more than one role associated to the email address, they will be displayed as a dropdown on the top right corner within AMP, Tracers and Reports.
User Management
Activate/Inactivate User

A user can only be removed from a site if they are affiliated to more than one site. Changing user status to inactive will disable the user’s credentials for all sites. The user will still appear in the User List when the “Show Active and Inactive Users” option is selected.

1. Select the desired User ID from the Update User and Access Information page, then click Edit User Profile
2. Use the Status drop-down box to change the user’s status to either Active or Inactive
3. Click Save