

User Management

As an administrator or facilitator, it may be necessary to invite a user that may not have a) signed up to COSMOS or b) may not be a part of COSMOS that has new user registration enabled.

As such, it may be necessary to invite users to COSMOS. This achieved using the following steps:

In order to perform these steps, a user must have the 'Admin' role within COSMOS

1) Click on the username / email address within the [COSMOS Toolbar](#). The following toolbar will now appear:

CoSMoS

 Users

 Settings


Admin

Log out

2) Click 'Users'. The following screen will appear:

User accounts

Invite new user

Status	Email	Name	Admin	Edit	View	Delete
✓	admin@example.com	Admin	✓	✓	✓	

3) Click 'Invite new user'. Enter a name and email address of the new users.

Invite new user

Account details

Name

Example Account

Email address

test@example.com

Roles

☐ Admin

☐ Edit

☐ View

Clicking 'Invite new user' will send an email, which they must verify by clicking a link.

Invite new user

4) Provide the user with the correct role.

Admin	The user will be able to see all other projects - including their own - as well as administer COSMOS
Edit	The user will be able to edit any project that they create or have access to.
View	The user will be only able to view any project that they have access to.

5) Once completed, click 'Invite new user'. This will send an email to the new user, whereby they have to click on a link to commence the [signup](#) process.

6) The list of users - and their status and permissions - will then appear in the user account list.