Managing Portal URL Membership

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Overview

Administrators can select which Portal URL to grant a **Portal URL User** access to in Resolver.

User Account Requirements

The user must have Administrator permissions to manage Portal URL Access users.

Related Information/Setup

Please refer to the Portal URL Settings section for more information on using a Portal URL in Resolver.

Please refer to the Create a New User and the Edit a User articles for more information on creating and editing **Portal URL Users**.
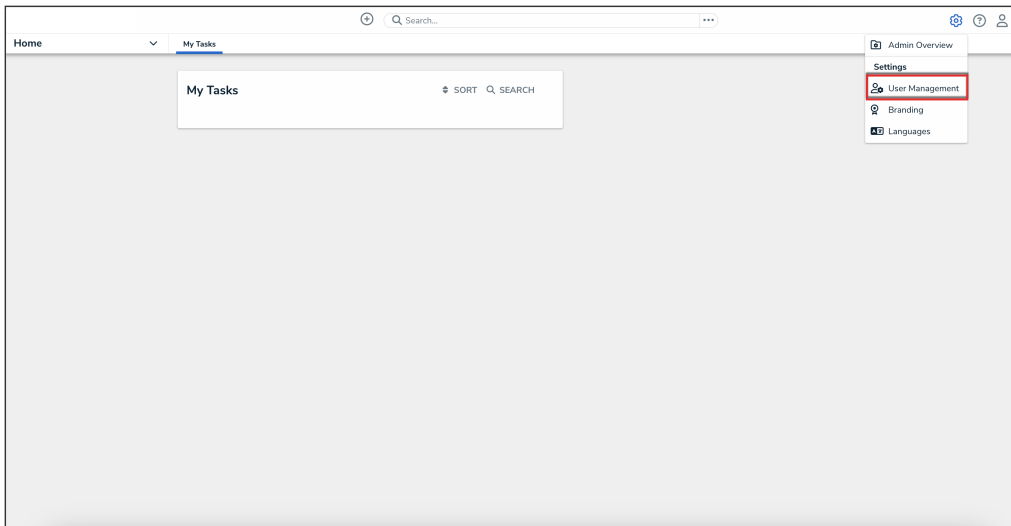
Navigation

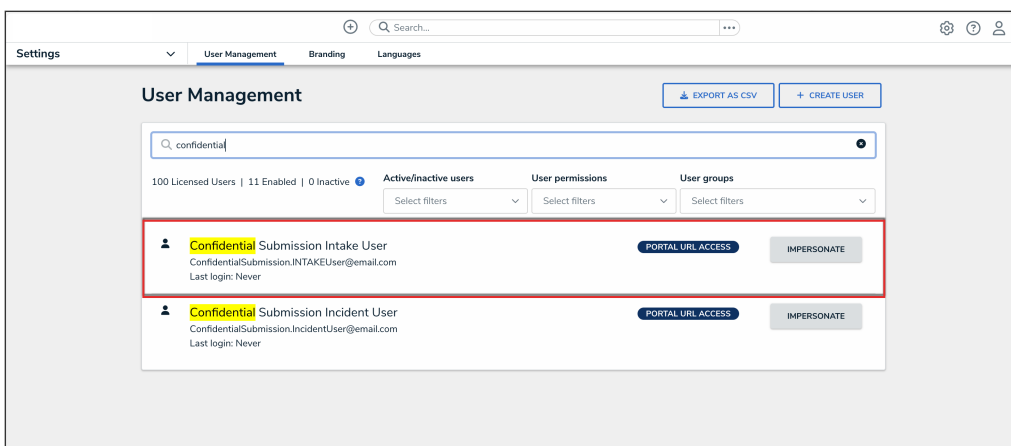1. From the **Home** screen, click the **Administration** icon.
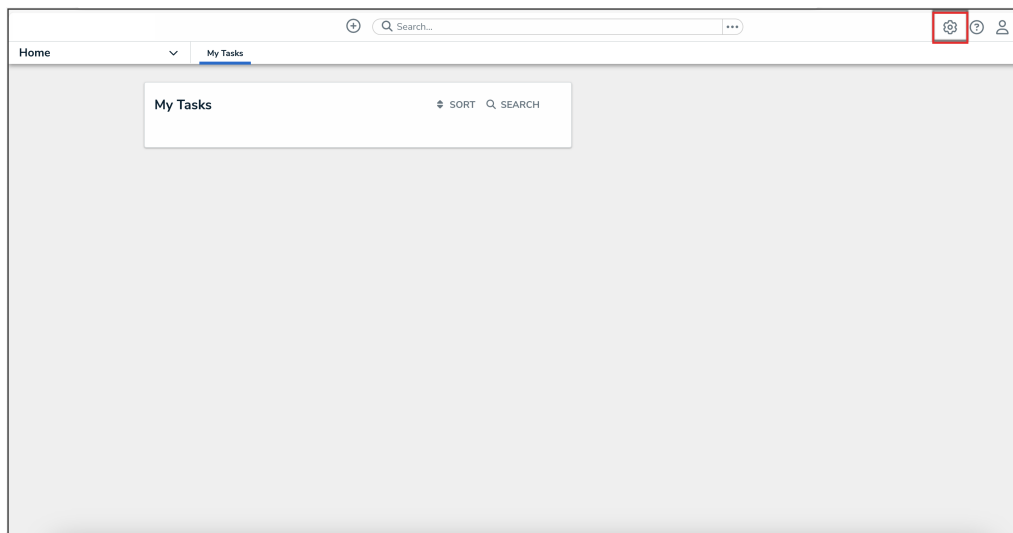
Administration Icon

2. From the **Administrator Settings** menu, click **User Management.**

Administrator Settings Menu

3. Enter a user's name in the **Search** field to narrow the search results.

4. Click the name of the **Portal URL User** you want to edit.

User Name

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From the *Edit User* screen, the **Portal URL** tab in the **User Memberships** card shows which Portal URL a **Portal URL User** is assigned to.

> **Note:**
> Please ensure that the user is a **Portal URL User** type in order to add them to a Portal URL.

1. To add a user to a Portal URL, in the **Portal URLs** tab in the **User Memberships** card, select the Portal URL from the **Select which Portal URL(s) this user is a member**

of drop-down.

Select Which Portal URL(s) This User is a Member of Drop-down

2. Click the **Add** button to add that user to the selected Portal URL.


Add Button

3. A pop-up will appear, confirming the following:
    ○ An **Add user to Portal URL(s)?** pop-up will appear. Click the **Add** button to confirm adding the user to the selected Portal URL
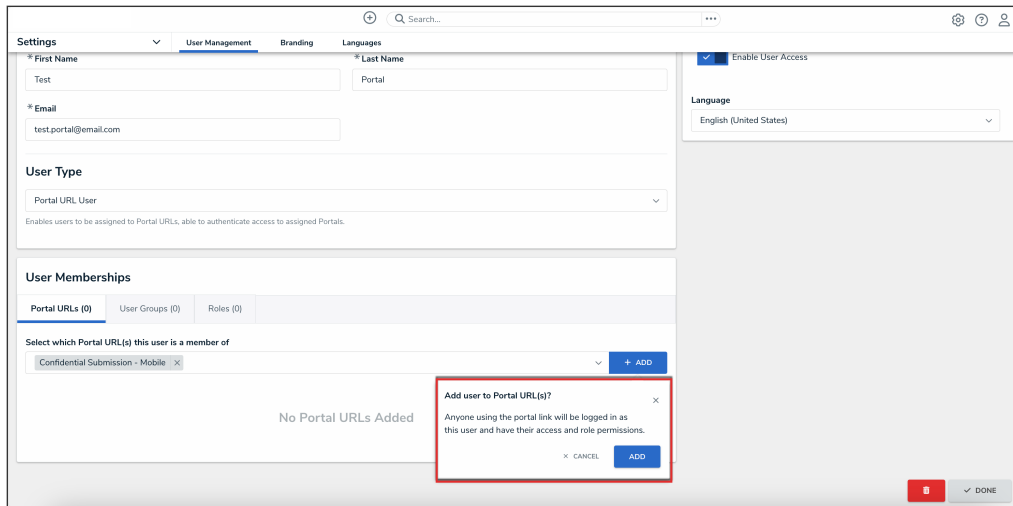
Add User to Portal URL(s) Pop-up

- If the selected Portal URL already has an assigned user, a **Replace existing user(s) for Portal URL(s)?** pop-up will appear. Click the **Replace Existing User(s)** button to confirm.
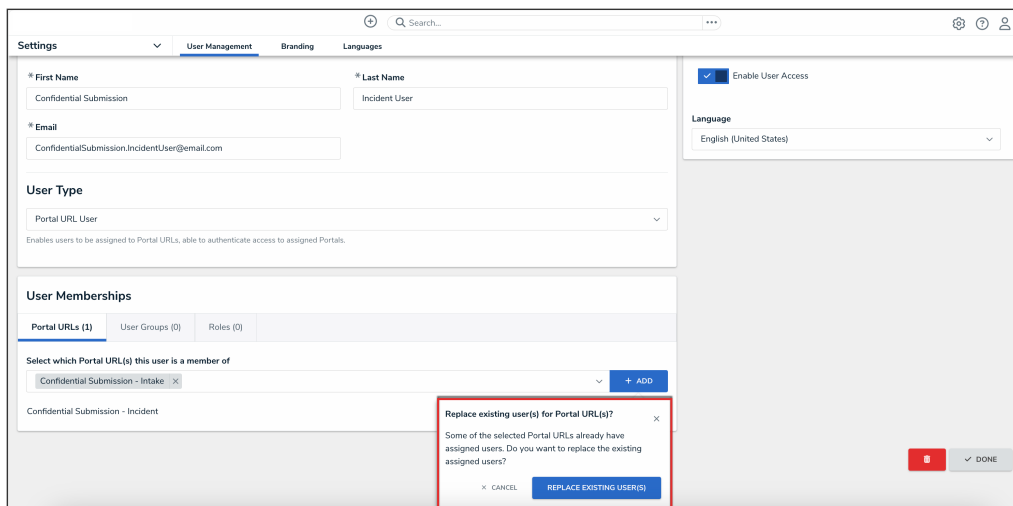
Replace Existing User(s) for Portal URL(s) Pop-up

4. Click the **Done** button to save your changes.

Done Button