

Managing Portal URL Membership

Last Modified on 09/04/2024 11:06 am EDT

Overview

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

User Account Requirements

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

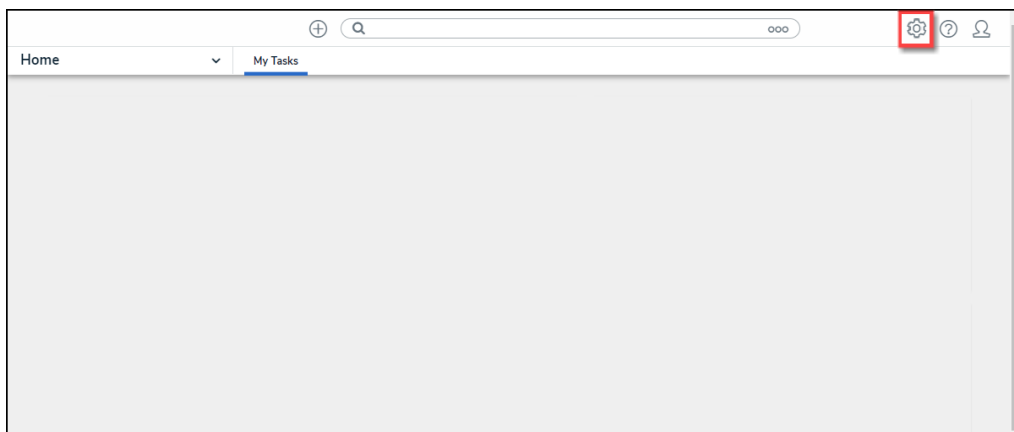
Related Information/Setup

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 Access users.

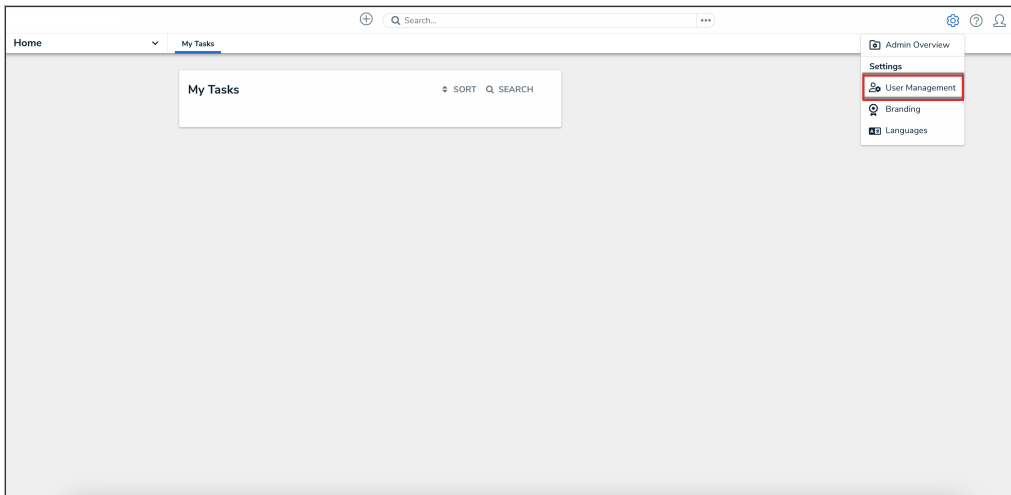
Navigation

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



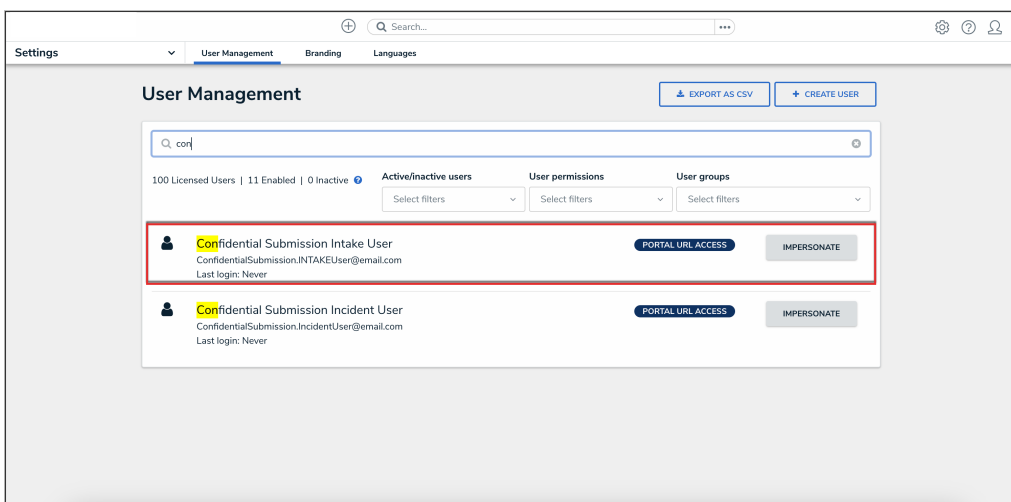
Administration Icon

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 Access user you want to edit.

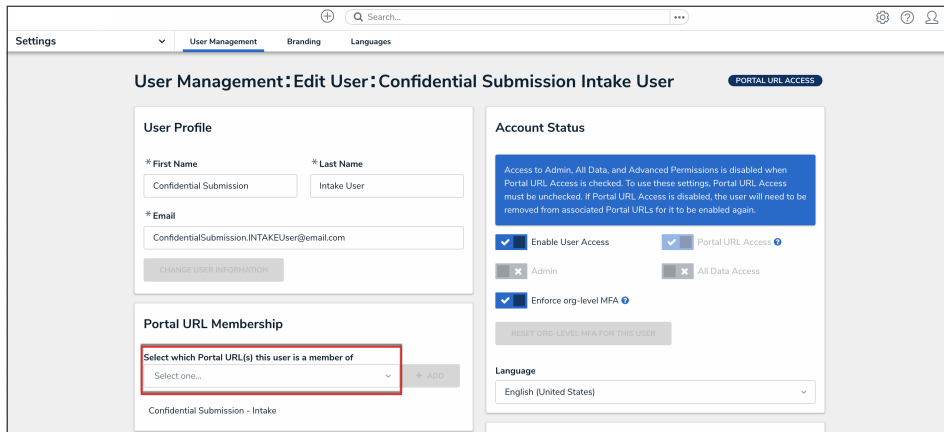


User Name

Managing Portal URL Membership

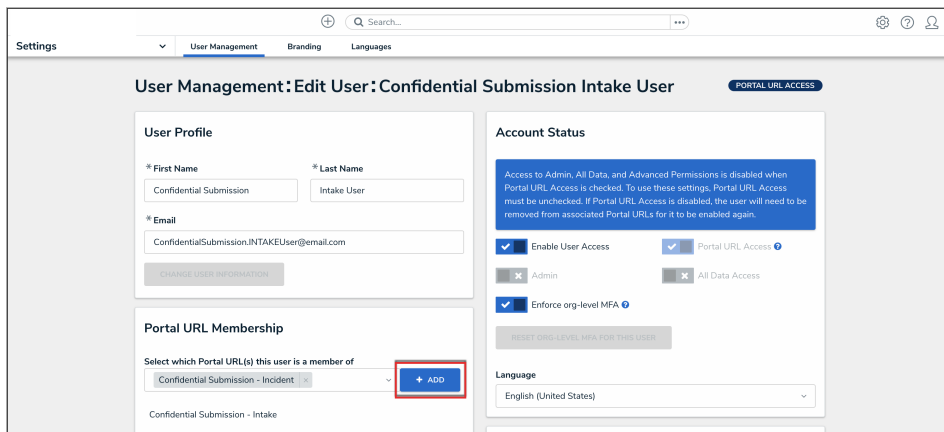
The **Portal URL Membership** section shows which Portal URL a Portal URL Access user is assigned to.

1. From the **User Management: Edit User** screen, under the **Portal URL Membership** section, select the Portal URL from the **Select which Portal URL(s) this user is a member of** dropdown.



Select Which Portal URL(s) This User is a Member of Dropdown

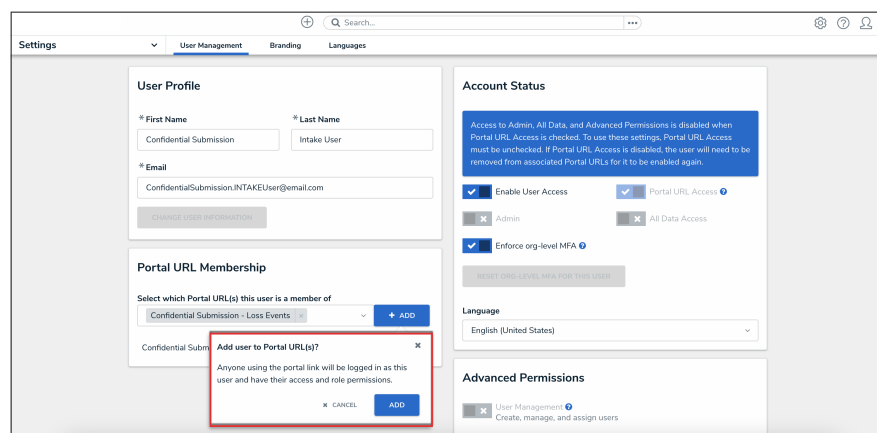
2. Click the **Add** button to add that user to the selected Portal URL.



Add Button

3. A pop-up will appear, confirming the following:

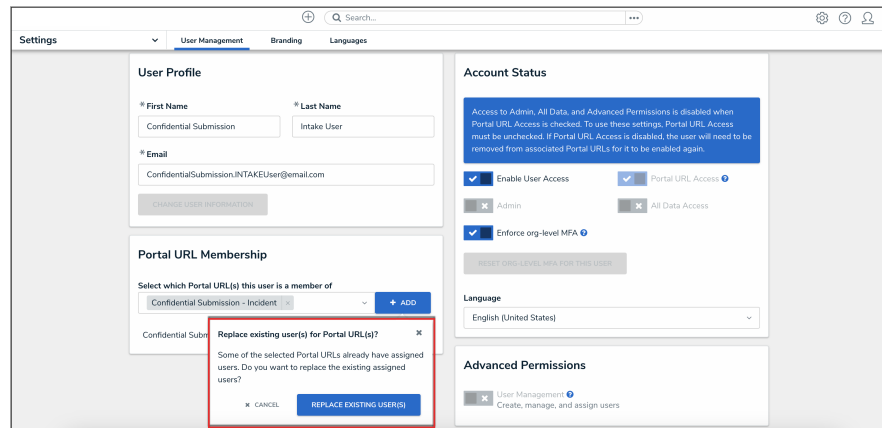
- An **Add user to Portal URL(s)?** pop-up will appear. Click the **Add** button to confirm adding the user to the selected Portal URL.



Add User to Portal URL(s) Pop-up

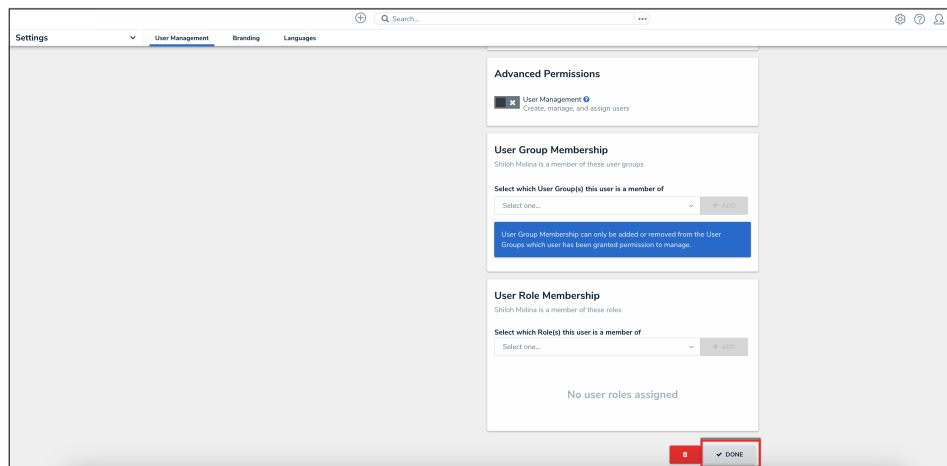
- If the selected Portal URL already has an assigned user, a **Replace existing user(s) for Portal URL(s)?** pop-up will appear. Click the **Replace Existing User(s)** button

to confirm.



Replace Existing User(s) for Portal URL(s) Pop-up

4. Click the **Done** button.



Done Button