

Add a New User to a CUSO

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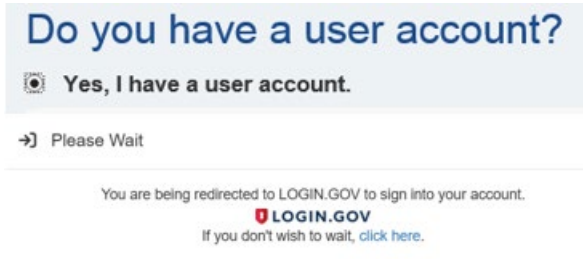
About Adding a New User to a CUSO

CUSO Administrators can add or remove users with view, contribute, or administrative privileges to the CUSO account. This is done through the CUSO Administrator's home page.

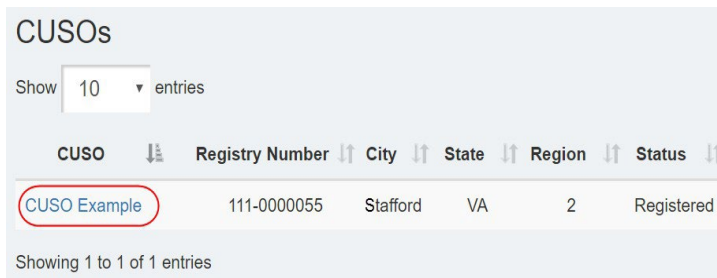
Step 1: Navigate to CUSO List

To begin, log in to your CUSO account.

1. Open a Web browser and navigate to the [CUSO Registry](#).
2. Log in to your CUSO account.

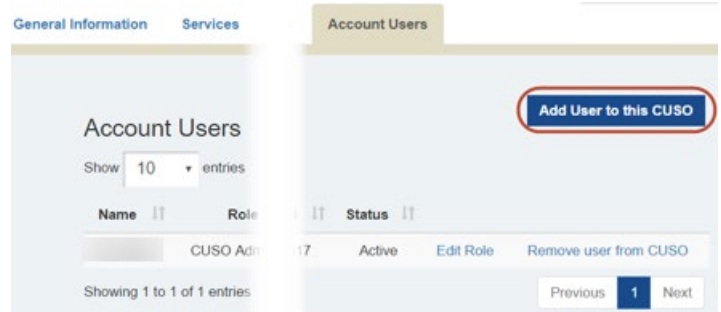


3. From the CUSO list, select the desired CUSO.



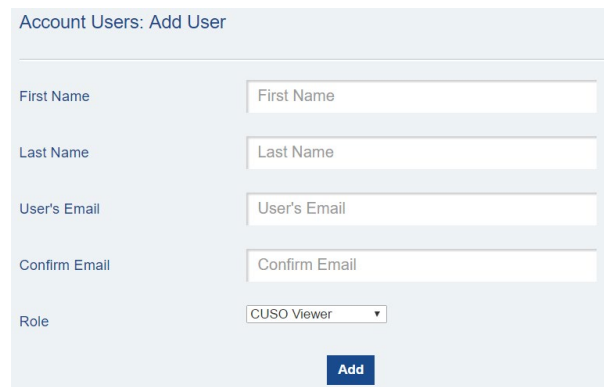
Step 2: Add User to this CUSO

From the CUSO's details page, click the **Account Users** tab. A list of users associated to the CUSO account will display. Click on the **Add User to this CUSO** button.



Step 3: Enter New User Information

Enter the information requested for the new user. Click **Add** once you have completed the user information.



Note: If the user already has a CUSO Registry account (identified by their email account), he or she will automatically be added to the CUSO Account Users tab. If the user does not have a CUSO Registry account, he or she will receive an email invitation to create one. The new user will click the link in the email to create their user account. Once the account is created, the user will be added to the CUSO Account Users tab. It is recommended that each CUSO have at least two CUSO Administrators.

