HIRE **RIGHT**

Setting Up a New User

1. From your HireRight Screening Manager, click **Account Setup** then **Manage Users** in the left side navigation menu.

This will open the Manage Users tab.

The Manage Users tab lists all users on the account. The Manage Users summary page shows a list of the account users **Name**, their account **Expiration Date**, their account **Status**, their **Account Name**, and their **Account Code**.



You can choose to view users in one account, or all accounts, by using the **Account** pull-down menu.

Screening Manager Mar	age Users	×		
Search: type a name	Account:	Sales Demo ABC Com V Sales Der All Accourt	ipany Max Price	
Name	Expiration Date	Status	Account Name	Account Code
	May 8, 2020 May 8, 2020	ACTIVE ACTIVE	Adam Test Test Applicant Portal	TST0037 AP001 TETANTE

NOTICE: When you are viewing a summary of "All Accounts", the Permissions column will not appear. The user **Permissions** column will only show when you select an individual account because a single user may have different permissions for different accounts. The above summary is for the **Sales Demo** account and therefore shows the Permissions column.

2. From the Manage Users tab, click the New button.

Screening Manager	Ma	anage Users	×			
Ne More Actions *						
Search: type a name		Acco	unt: Sales	Demo	-	
Search: type a name	1	Accou	Status	Account Name	Account Code YAT	
	Ĩ	Expiration Date	Status	Account Name	Account Code	i
Search. Here a name	1	Expiration Date	Status ACTIVE	Account Name	Account Code	Ĩ

This will open a New User tab.

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- **3.** From the New User tab, enter the new user's information in the User Information and Contact Information areas of the screen.
- **4.** Assign the user permissions to the appropriate account by clicking on the "**Add Account**" pull-down menu.

User Information			Accounts & R	oles
First Name *:	Claudia	3	Filter Accounts:	
Last Name *:	Zersch		Add Account:	HireRight GIA Demo
Title: Default Country of Business:	USA	•	B HireRight	GIA Demo Remove Account
Company ID:	OEA		Reference	ID:
User Name *:	U459331			0-19 Permissible Purpose
	Reset Password			ght Analytics 4
	Allow direct login		Manaş	ge Users

5. If you use HireRight from an **integrated solution**, such as ATS (Applicant Tracking System) integration, fill out the **Reference ID** field on all accounts.

Permissions	
∃ Sales Demo	5 NOTES:
Reference ID:	 Missing or invalid reference id for a user will prevent the user from using the integrated solution
Admin Backup Super User Role Level 2 User Profile Level 4 User Profile	 Use the same reference id format as existing users (in most cases it is either the user's email address or the user's id)
ABC Company Reference ID:	 Reference ID's are case sensitive and need to be entered exactly as captured on the client's or partner's system

6. Click Save to create your new user.

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HIRE **RIGHT**

Editing Users Permissions

1. Open the Edit User tab by right clicking on the name of the user you wish to edit, and selecting Edit from the pull-down menu.

Screening Manager Ma	nage Users	×		
🖧 New 🛛 More Actions 🔻				
Search: type a name	Account:	Sales Demo		-
Amanda Jordaan	M	ay 8, 2020	ACTIVE	HireRight GIA
Andrei Komarov	N	Edit		HireRight GIA
APAC Test2	٨	Disable	0 OFA	HireRight GIA
Automation Automation	N		n All Accounts	HireRight GIA
Claudia Zersch	5	Delete	in All Accounts	HireRight GIA
Crystal Campos	N	Billing In	fo	HireRight GIA
Damien Kenneally	N	Reset Pa		HireRight GIA
Dana Hassanein	No.	ay 8, 2020	ACTIVE	HireRight GIA
Dana Meehan	M	ay 8, 2020	ACTIVE	HireRight GIA
Darlene Carver	M	ay 8, 2020	ACTIVE	HireRight GIA

This will open the Edit tab.

Screening Manager	Manage Users	K Edit - Allan T	hr ×	
User Information			Permissions	
First Name *: Last Name *:	Allan]	Add Account:	- Select - 🔹 👻
Title:				ABC Company
Default Country of Business: Company ID:	USA -]	the Add	re using parent and child accounts, Account pull-down menu will
User Name *:	athroneberry		account change	bu to select from your entire list of ts. When account selection is d, the list of roles will reload with
Password *:	Generate new password] Format help	selected	at are assigned to users in that d account. Assigning no roles will
Confirm Password *:	•••••]		nat user will not have access to d account.
	E-mail password to the us	er		

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The new Edit User tab shows all roles defined in the account, and allows roles to be assigned to a user. Mouse over a role name or checkbox to show a tooltip that displays a description of the role.

The Permissions area allows you to see the different permissions of the user in their different accounts, and allows you change either or both from one simple location.

2. Edit the permissions for this user in either or both accounts.

Permissions
Sales Demo Reference ID:
Manage Users
Admin
Backup Super User Role
Level 2 User Profile
Level 4 User Profile
ABC Company
Reference ID:
Manage Users

3. Click Save to save your changes.

User Information			Permissions
First Name *:	Allan	7	∃ Sales Demo
Last Name *:	Throneberry]	Reference ID:
Title:			Manage Users
Default Country of Business:	USA -	7	Admin
Company ID:	SALES		Backup Super User Role
User Name *:	athroneberry]	Level 2 User Profile
	auroneberry		Level 4 User Profile
Password *:	Generate new password		ABC Company
Confirm Password *:	•••••	Format help	Reference ID:
	•••••		Manage Users
	E-mail password to the us	er	
Mary Dring and Deswart (P)*:	Allow direct login		
Max. Price per Request (\$)*:	1000.0]	
Contact Information			

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