

# Enterprise: Adding Users to Child Sites

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Whether you've recently added a new child instance to your enterprise arrangement or you hired a new program administrator, if you are a site Owner, you can now add an enterprise user to one or more child instances without having to go to each individual child site directly.

Begin by logging into the enterprise site, go to **Administration->Users**, and select the User you wish to add to child instance(s). (If the user doesn't yet exist, [Create them as a user](#) .)

For enterprise sites, the user administration screen is a little different, with an **Other Sites** grid at the bottom of the Permissions section:

**Permissions**

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- Managers** Can mark checklist items as approved. Can sign off on results data submitted by partners.
- No Access** Cannot log into the system.
- Owners** Can configure the system's global settings and lists. Can manage user accounts and logins, reset passwords, and assign permissions.
- Partner Managers** Can manage users for their organization and also edit information for their organization's activities
- Partners** Users from other organizations with limited access to activities they implement.
- Users** Can log into the system to manage activities.
- Viewers** Can log into the system, browse activities, and view reports. Cannot change anything.

**Other Sites**

Site Name	Group	Description
Select site...		

**Password** ✖ This person does not have a password. [Assign new password](#)

To add a user to one or more other sites in the enterprise:

1. Select the site from the **Site Name** dropdown menu. This will enable a dropdown in the Group column.
2. Select the **Group** you want this user to be assigned to in the site.
3. Repeat these steps as needed for other sites in your enterprise.

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