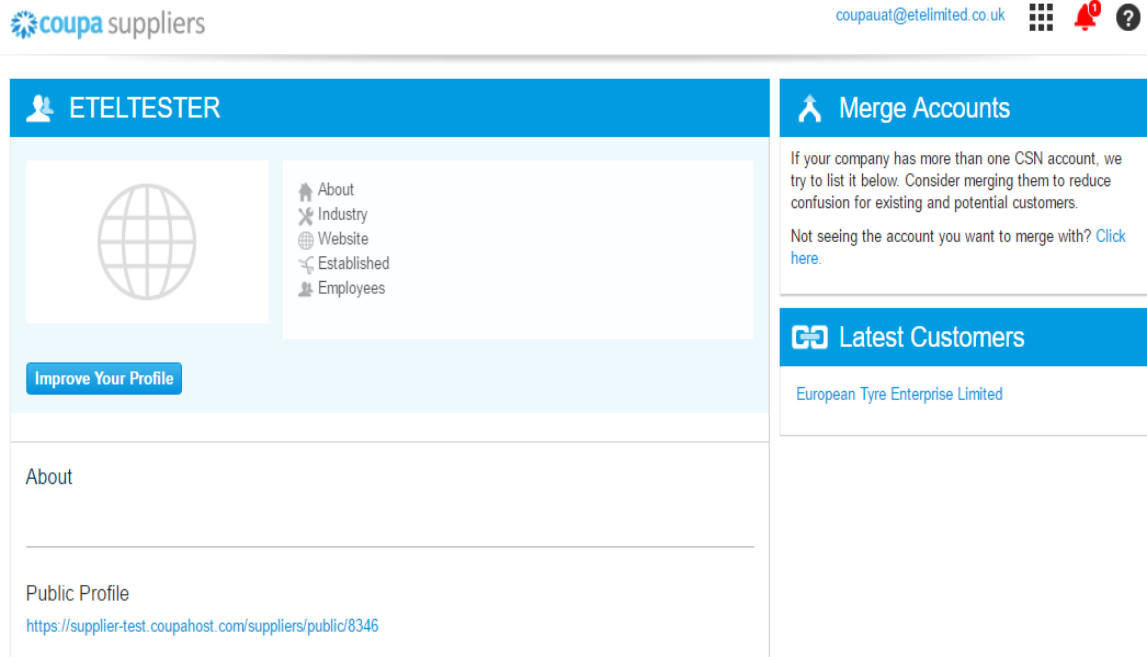# User Maintenance in the CSN Portal
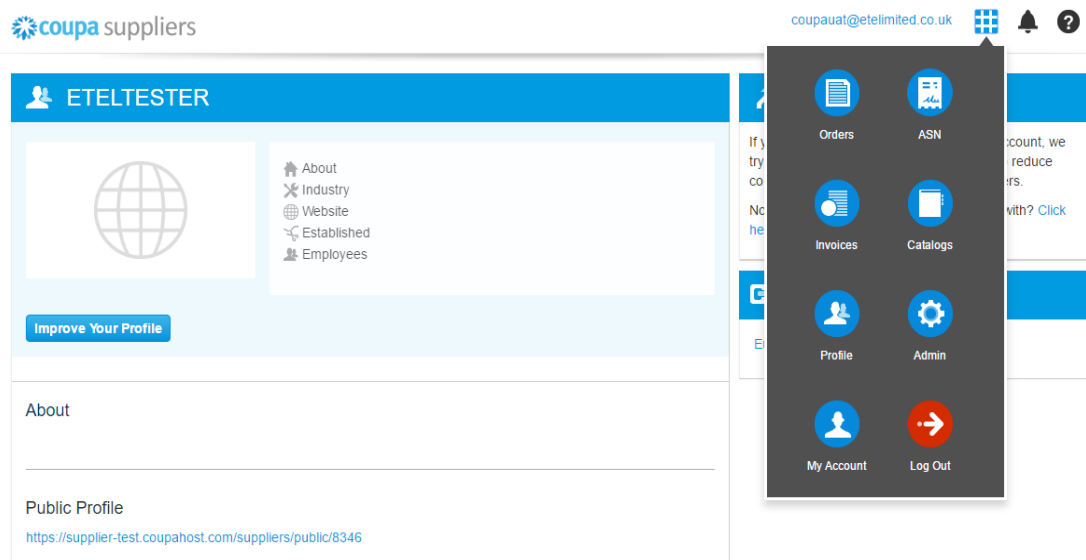
➢ Begin by opening the CSN Portal and logging in.

➢ Move the mouse to the menu button, represented by 9 square blocks ⊞ , in the top right of the page to show the menu.

➢ In the menu click the Admin button.

You are now in your account administration section.
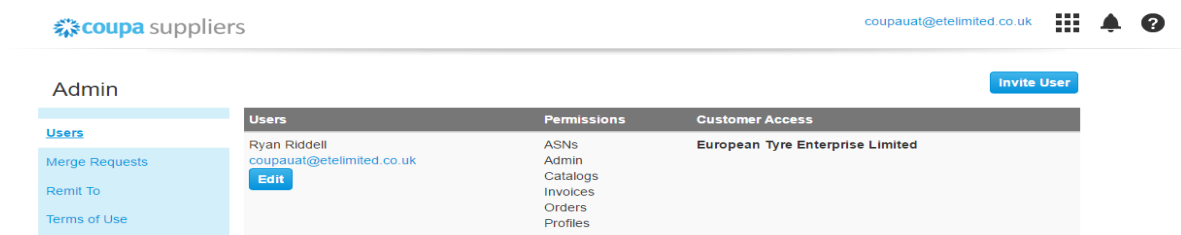
By default you will be in the Users section.

You now have the option to edit an existing user.
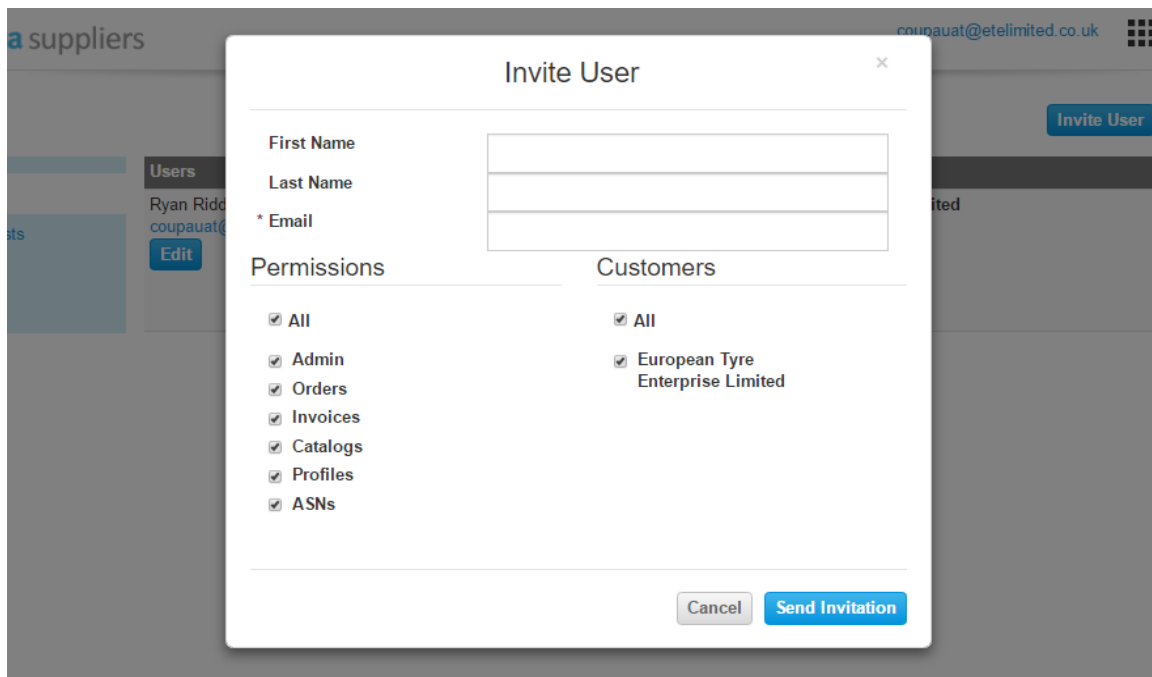
> Click the edit button.

Alternatively you can create an invitation to a new user by clicking the Invite User button at the top right of the table.

A popup will appear entitled "Invite User".

> Enter the new user's First name, Last name, email address.

By Default, the new user has all Permissions selected. Remove the permissions for the areas not required. In this example permission is granted to all areas.

Select the customer you would like this user to be able to access. If you already use Coupa, choose from the customers displayed.

Your new user is now setup!

They will receive an email containing activation instructions and a link to follow to create a password for their account.