Manager Users & Settings

If you are a site administrator or a site editor with permission to create new users, you have the ability to add and manage users.

User Settings

To manage user settings, navigate to your username in the top right corner of Showtime. Click on the arrow to display a dropdown with the following options related to user management:

- **Edit Profile:** Edit Profile displays your own account settings such as your email address and password.
- **Manage Users:** Manage Users allows you to change or delete existing users or to add new users.
- **Log Out**: Click Log Out to log out of Showtime.

Editing and Deleting Existing Users

To edit or delete existing users, click Manage Users to see a list of existing Showtime users. To search for an existing user, either type the person's name or scroll through the list to find the user.

- To edit an existing user's account, click on the EDIT button next to the person's name to open their permission settings.
- To delete an existing user, click on the TRASH button.

Adding New Users

To add a new user, click the Add User button in the top right to grant access to a new user and fill in the fields displayed.

Now assign the user permissions. First, start by deciding the appropriate role for this user. There are two choices:

- Site Administrators have full permission to access, read, and edit any section of your site, including managing other users as mentioned earlier.
- Site Editors have specific access granted by the administrator. Access can include managing other users as well, but only if they're assigned that permission level.

If the user is given Site Admin permission, nothing more is required. The user will automatically get access to everything. For Site Editors, each user must be granted access to at least one item in the list in order to save that new user.

Once permissions have been assigned, click the save button. The user will now be able to access Showtime with the permissions granted.

Still have questions? Check out the related help desk articles provided in the Training Dashboard. For more information pertaining to your site specifics, reference the Documentation widget in Showtime, or contact the help desk to learn more.