
System Administration

Sign Up as a New User

You must register and be approved as a new user before using the site. To sign up, click **Login** in the upper right hand corner of the site. At the login page, click **Register** to be taken to the registration page. After entering the required details, click **Submit** to create your account. An email will be sent to your provided email address for verification.

Before you can access the site, your account must be approved by a User Admin. See the Modifying User Roles section for information on approving new users.

User Roles

Note Users can have one of the following roles associated with their account. Only a User Admin or System Admin may edit user roles.

Table 1: Roles and Permissions

Role	Permissions
Public	None
Read-only	Read access to data via site and via token
User/Editor	All of the above, plus • access to scenarios and editing data
User Admin	All of the above, plus • access to user manager • access to application settings
System Admin	All of the above, plus • direct api access

Managing Users

Only a User Admin or System Admin may edit user roles. To approve new users and to update user roles, follow these steps.

1. Click on your profile avatar in the upper left-hand corner of the screen.
2. Select **Manage Users** from the menu.

You will be taken to the Manage Users page, where you can edit and save user role information.