



Vizia > Articles > Administration > User Access

Q Search Vizia...

## Section: User Access

# User Access

3 years ago · Updated · [Print/PDF](#)

Translate this article: [Po](#)

You can add additional users to your Vizia account via [my.brandwatch.com](https://my.brandwatch.com) or [accounts.brandwatch.com](https://accounts.brandwatch.com), the user management portal in my.brandwatch.

1. Click '+ New User'



Users (43) [+ NEW USER](#)

2. Enter the following details

Create New User

✕

---

Email

First name

Last name

☐ Account Administrator

Has access to:

☐ Audiences

☐ Consumer Research

☐ Qriously

☒ Vizia

Role: Member ▼

CANCEL

CREATE

3. Choose which product you would like this person to have access to.

4. Decide on the role level for the user:

Admin

Member ✓

Role: Member ▼

**Admin:** Full control over everything in the Vizia account. They can view, and edit all folders and decks.

**Member:** Member's can create and edit folders and decks but may have limited access to certain content depending on folder permissions.

5. Once you're happy with the details click 'Create'



This user will now have access to the Vizia account. If they are already a Consumer Research user they can use the same credentials to login. To find out how you can manage folder permissions view [this article](#).

---

Was this article helpful?

Yes

No

0 out of 0 found this helpful

---

Return to top ^

---

## Recently viewed articles

IQ Media

Hootsuite

Salesforce

Quintly

Facebook and Instagram Ads

## Related articles

Folder Permissions

Sharing Vizia Decks (Reporting)

Vizia FAQs

The Distribution Hub - setup guide

Content Sources

---

## BRANDWATCH ACADEMY

# The Brandwatch Academy is here

Access on-demand courses on the Brandwatch product suite, plus live events to enrich your knowledge.

[Explore the Brandwatch Academy](#)

## CONSUMER INTELLIGENCE

 **Consumer Research** **Vizia** **Reviews**

## SOCIAL MEDIA MANAGEMENT

 **Publish** **Influence** **Advertise** **Engage** **Measure** **Audience** **Benchmark** **Listen**

## MORE

 **Brandwatch Academy**



Copyright © 2023 Brandwatch. All Rights Reserved. 1st Floor, Sovereign House, Church Street, Brighton, BN1 1UJ

Company number: 03898053 | VAT number: 754 750 710

By continuing to browse this site, you agree to our [Cookie Policy](#) and [User Privacy Statement](#).