

# How to Invite a Collaborator on GitHub Using the 'Manage Access' Tab

## ***Step 1 – Go to Your Repository***

1. Log in to your GitHub account at <https://github.com>
2. Navigate to the specific repository you want to share (e.g., <https://github.com/yourusername/your-repo-name>).

## ***Step 2 – Open the Settings Menu***

1. Click the **Settings** tab on the top navigation bar.
2. From the sidebar on the left, select **Manage Access**.

## ***Step 3 – Manage Access***

1. The Manage Access page lists everyone who currently has access.
2. Click the **Invite a collaborator** button (green).

## ***Step 4 – Add a Collaborator***

1. Type the collaborator's GitHub username or email.
2. Select their name and click **Add to repository**.
3. GitHub will send them an invitation email.

## ***Step 5 – Choose Access Permission***

After they accept the invite, you can select the permission level:

**Read** – Can view and clone the repo

**Triage** – Can manage issues and pull requests

**Write** – Can push commits and branches

**Maintain** – Can manage settings but not delete the repo

**Admin** – Full control, including managing collaborators

## ***Step 6 – Collaborator Accepts***

The invited collaborator receives an email or GitHub notification.

They must click **View Invitation** and then **Accept Invitation** to gain access.

## ***Optional – Modify or Remove Access***

At any time, go back to **Settings** → **Manage Access**.

Click the three dots (...) beside their name to **Remove** or **Change role**.

Access Level	Permissions	Best For
Read	View and clone repo	Viewers / Reviewers
Triage	Manage issues and PRs	QA / Moderators
Write	Push commits and branches	Active Contributors
Maintain	Manage settings, not delete repo	Project Leads
Admin	Full control of repo	Trusted Co-owners

*Tip:* Inviting someone to a single repository does not give them access to your other repositories.