

Managing User Access

Introduction

In this guide, we will add additional Users to access the CSP Portal

Prerequisites

Access to [app.cspportal.cloud \(https://app.cspportal.cloud/\)](https://app.cspportal.cloud/).

Manage User Access

Browse to [app.cspportal.cloud \(https://app.cspportal.cloud/\)](https://app.cspportal.cloud/) and select **Login**



Select **Company Settings** from the menu pane.



Followed by the **Allowed Users** tab.

Allowed Users

Click and drag Users between the **Unallowed Users** and **Allowed Users** columns as required.

The screenshot shows the 'Company API Credentials' management interface. At the top, there are five tabs: 'Dicker Data Integration', 'Microsoft Application Credentials', 'Application Access', 'PSA Integration', and 'Allowed Users'. The 'Allowed Users' tab is selected and underlined. Below the tabs is a search bar labeled 'Search Users' with a magnifying glass icon and a blue 'Save User List' button. The main area is divided into two columns: 'Unallowed Users' and 'Allowed Users'. The 'Unallowed Users' column contains two entries: 'Ben Walton' and 'Keith Miller'. A mouse cursor is hovering over a drag handle (a small square with four arrows) next to 'Ben Walton'. The 'Allowed Users' column contains two entries: 'Aaron Corney' and 'Jacques Jamieson'.

Once complete, select **Save User List** to finalize this process.

