SAP Ariba

# Setting up users

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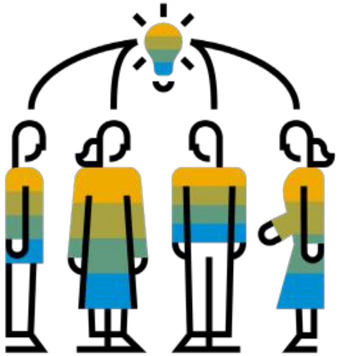
# Understand Roles for Users

## Administrator

- There can only be one administrator per ANID
- Automatically linked to the username and login entered during registration
- Responsible for account set-up/configuration and management
- Primary point of contact for users with questions or problems.
- Creates users and assigns roles/permissions to users of the account

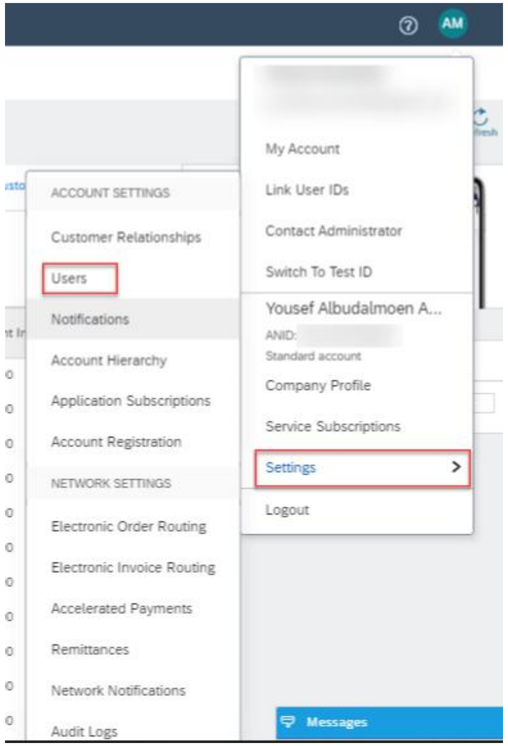


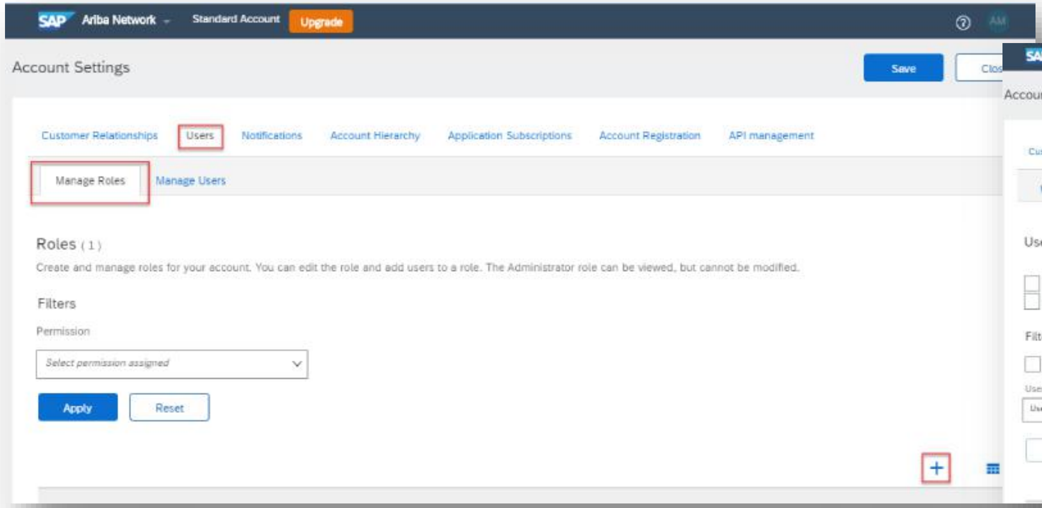
## User

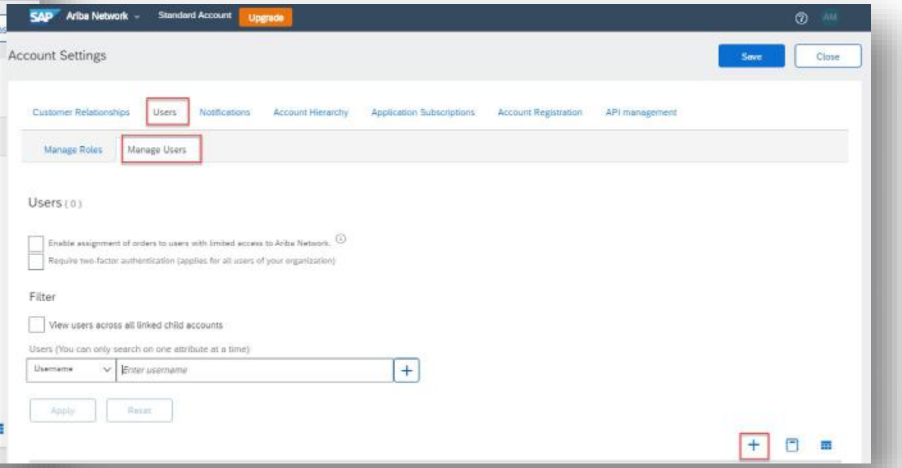
- Up to 250 user accounts can exist per ANID
- Can have different roles, which correspond to the user’s actual job responsibilities
- Responsible for updating personal user information
- Can access all or only specific customers assigned by Administrator

# Create Users and Roles

1. **Click** on the Users tab under the Settings option under **Account Setting**.
   The Users page will load.
2. **Click** on the **Create Role** button in the Manage Roles section and type in the Name and a Description for the Role.
3. **Add** Permissions **to the Role** that correspond to the user's actual job responsibilities by checking the proper boxes and click save to create the role.
4. **To Create** a User Click on Create User button and add all relevant information about the user including name and contact info.
5. **Select** a role in the Role Assignment section and Click on Done. You can add up to 250 users to your Ariba Network account



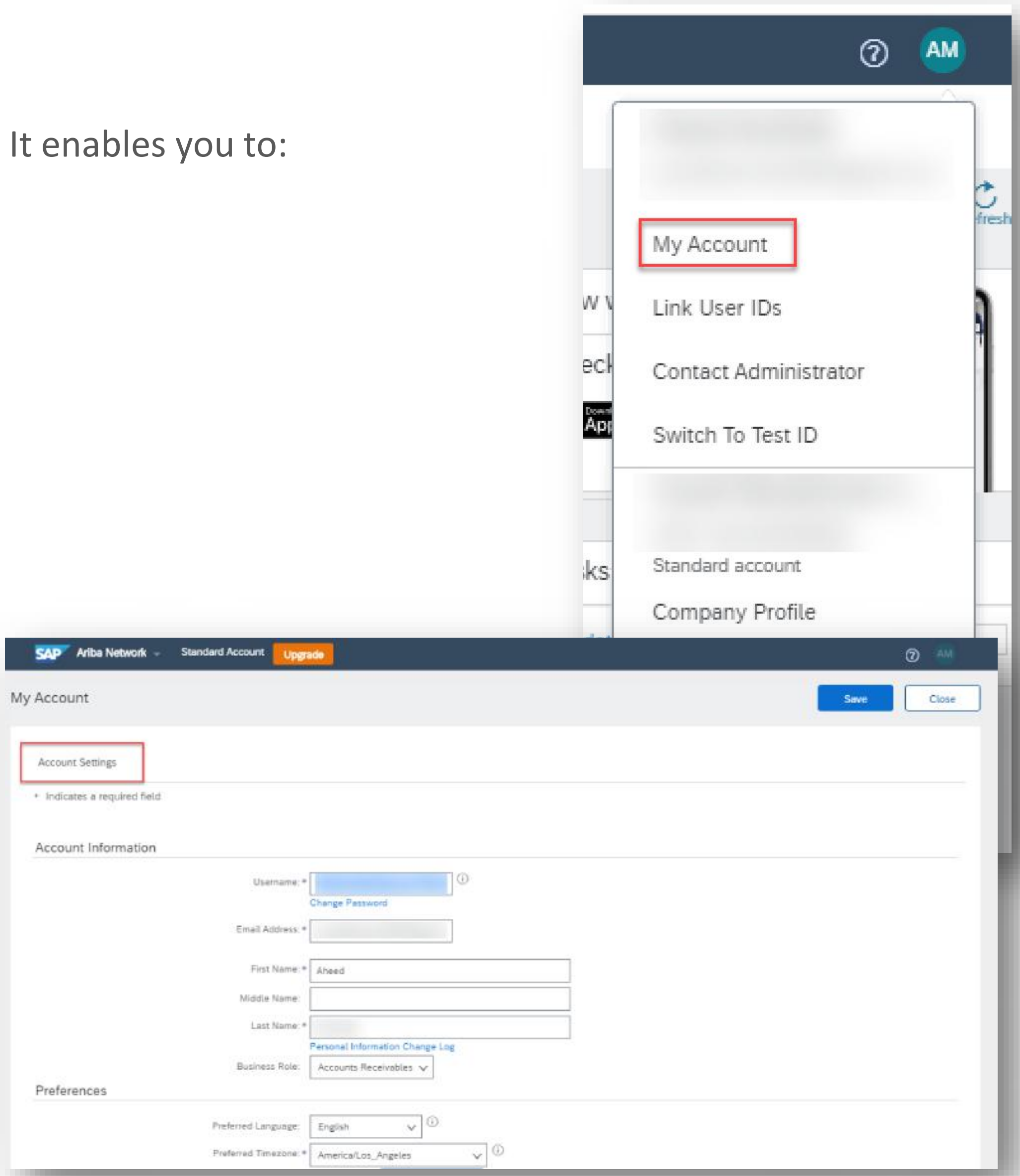



# Enhanced User Functionality

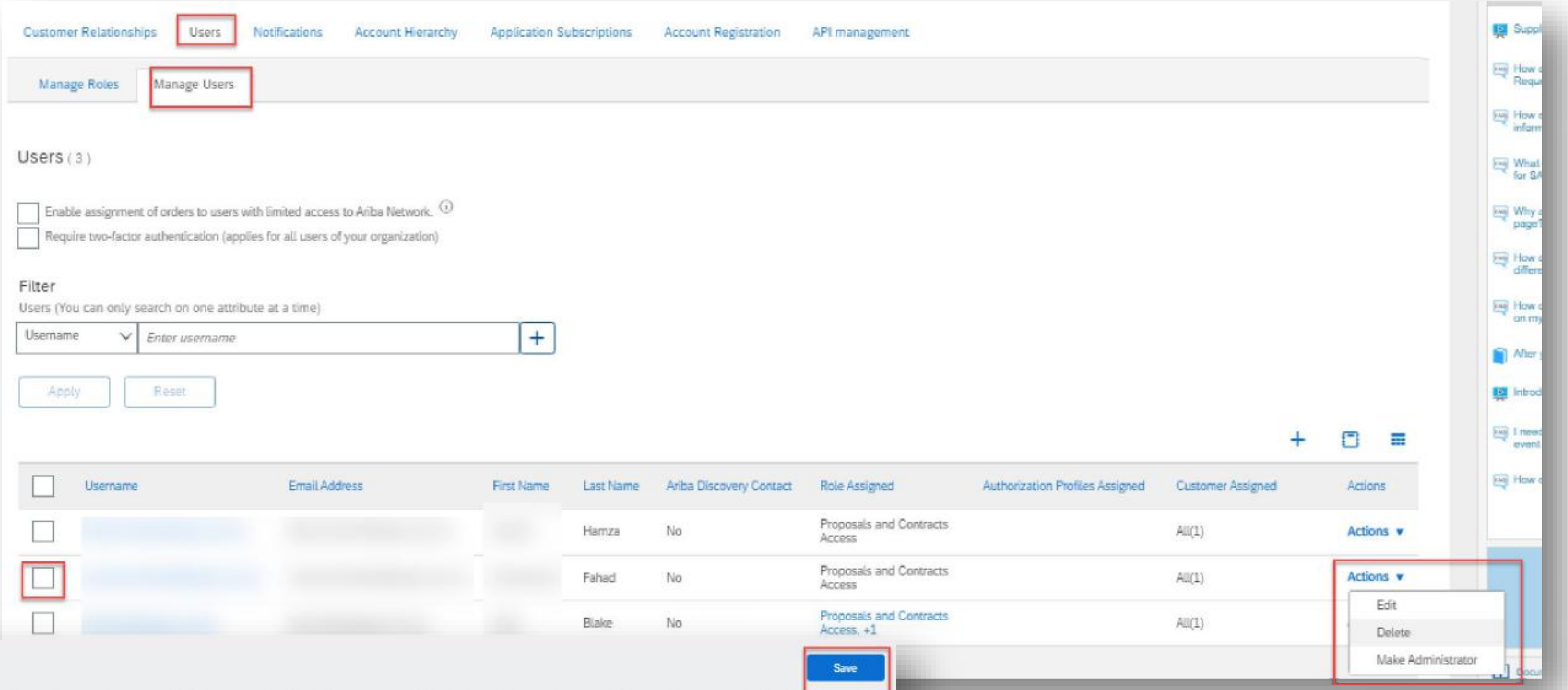
1. **Click** on your name in top right corner, to access the User Account Navigator. It enables you to:
   - Quickly access your personal user account information and settings
   - Link your multiple user accounts
   - Switch to your test account

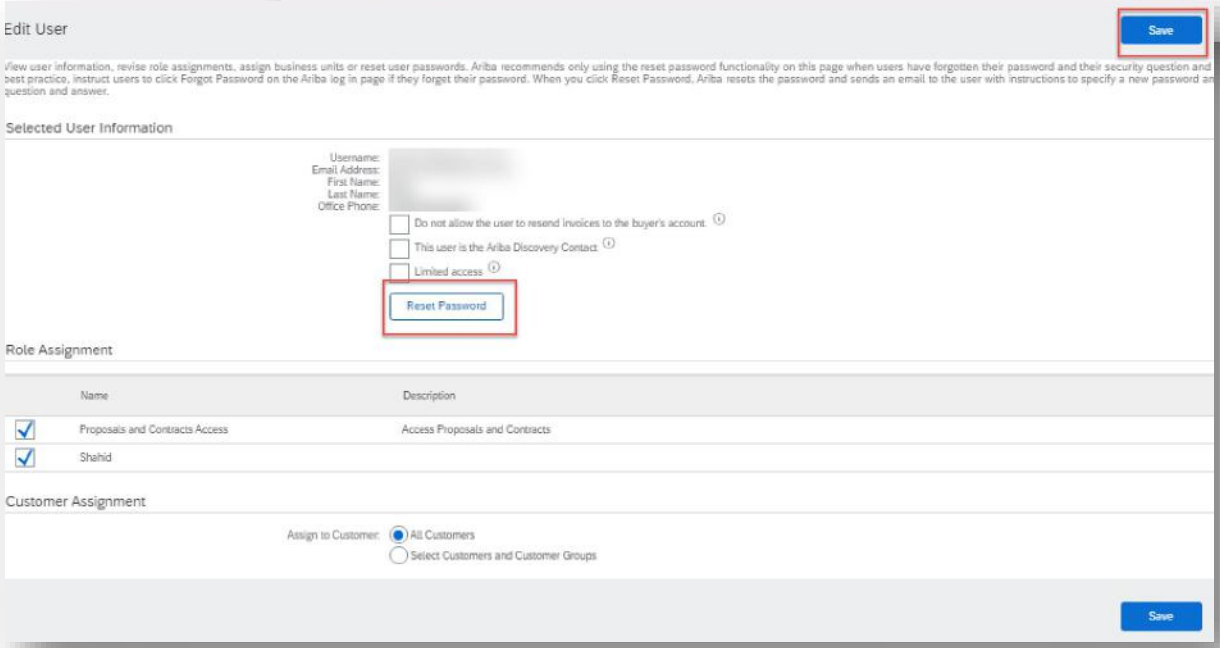
   **Note:** After your multiple user accounts are linked, the User Account Navigator displays the multiple accounts.
2. **Click** on My Account to view your user settings.
3. **Click** Complete or update all required fields marked by an asterisk. **Note**: If you change username or password, remember to use it at your next login.
4. **Hide** personal information if necessary by checking the box in the Contact Information Preferences section.



# Modify Roles

1. **Click** on the **Account Setting** then **choose Settings.**
2. Click on **Users** and choose **“Manage Users”**
3. **Tick the box** for the selected user then choose **“Actions”** then **“Edit”**
4. **Click** on the Reset Password Button to reset the password of the user.
5. **Other options from the “Action”:**
   - Edit
   - Delete
   - Make Administrator



# Thank you.