# crimson

In addition to **User Groups**, **Crimson** users can be assigned different **Access Settings** to enable additional access.  One of these settings is **Project Admin**.  **Project Admin** allows you to manage other users for your Database.  You can create other **Project Admins**, remove and update User access, and add Users.

## How to Make an Existing User a Project Admin

To make an existing user a **Project Admin**, you can reach out to [Crimson Support](#) and we can add that access setting.  If you are already a **Project Admin**, you can add this setting to another User.

1. Click on the **Users** menu on the left-hand side of Crimson.
2. Go to the user list that appears and open an existing user.
3. On the right hand side under **Access Info**, check the **Project Admin** box.
4. Click **Save** in the bottom right when done.



## Adding a New User

1. To add a new User to your database, click on the **User** menu item on the left side of **Crimson**.
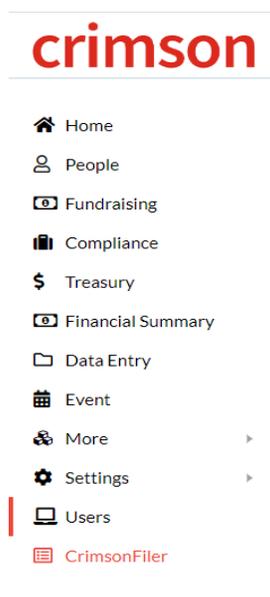
2. This will take you to the **User Search** page. On that page, click the **Add User** icon.
3. In the window that appears, complete the **User Name**, **First Name**, **Last Name**, and **Email** fields.
4. Select the **User Group** to assign the new User.
5. Be sure the **Send Welcome Email**, **Approved**, and **Email Notification** checkboxes are checked.
   - For language on available **User Groups**, please see the PDF at the bottom of the guide.
   - The **User Name** must be unique, and **Crimson** will not let save the new User if the **User Name** has already been taken by another **Crimson** User.
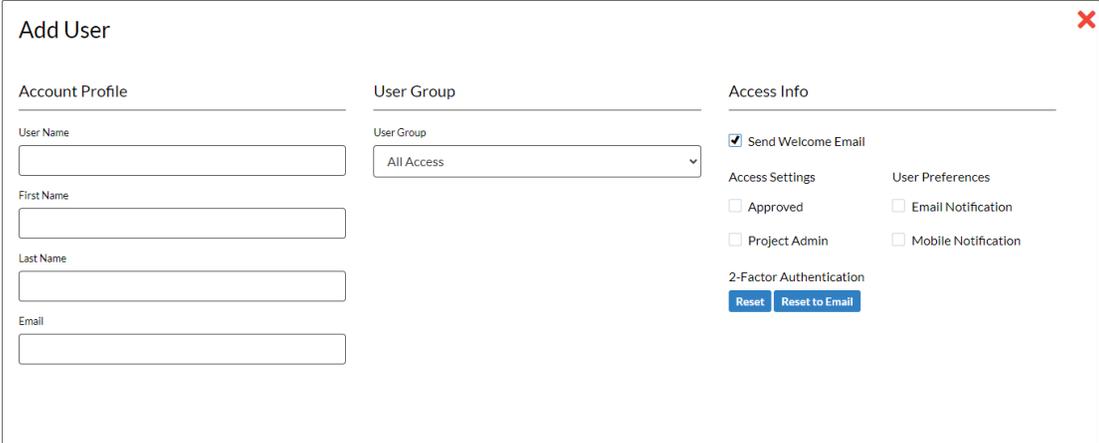


6. Check the **Project Admin** box if to give this user Project Admin access rights. NOTE: You must be a project admin to give project admin access rights to another user.

7. Click **Save** in the bottom right when done.

## Editing a User

A **Project Admin** can edit the name, email, **User Group**, and **Access Setting** information of an existing User. They cannot update the **User Name**.

1. Navigate to the **User** List and use the search bar to find the existing user. You can use the **User Name**, **First Name**, **Last Name**, or **Email** to search.

2. Use the ✏ icon to open an existing User account.
3. From there, use the fields to edit information.
4. To remove access, uncheck the **Approved** checkbox.

5. Click **Save** in the bottom right.