**Creating or Managing YGL Users**

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| **If you are a Corporate level YGL user, or have had a Corporate level user assign you additional user/property permissions to your account--then you should have access to manage your YGL users via the ‘Account’ menu in YGL** *(See Figure 1)***Note*:*** *If you do not have access to manage users for your organization, but feel you should, please contact YGL Support via the Support button (pictured in Figure 1)* |
| Figure 1 |

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| **In the ‘Accounts menu should be two tabs. Click on the tab labeled ‘Users’** *(See Figure 2)* |
| Figure 2 |

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| **To add a new YGL user to your account, click on ‘Add New’ button** *(See Figure 3) or you can click on the ‘Active/Inactive’ drop down menu to manage current user’s active/inactive statuses if the user has already been created for your organization previously, and shows up in the list displayed in Figure 3.* |
| Figure 3 |

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| **On the resulting pop-up window you can enter relevant information to create a new YGL user account (including username, first/last name, email address (required), and the role of the user (typically is set at the ‘Property’ level for most users).** *See Figure 4***Note:** *New users you create will have an introductory email sent to them in order for them to setup/self-manage their password for YGL. A valid email address is required!* | Figure 4 |

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| **The following screen will appear after the user’s account was saved.** **One or more communities will need to be assigned to the user account.**  **To do this, Choose the community name from the drop down list and click add** *(as shown in the example in Figure 5).* | Figure 5 |