

CUSO Administrators can add or remove users with view, contribute, or administrative privileges to the CUSO account. This is done through the CUSO Administrator’s home page.

Step 1: Log into the [CUSO Registry](#) and choose the CUSO you want to work on.

Welcome back, CUSO CEO

CUSOs Register New CUSO

Show entries Search: Copy CSV Excel PDF

CUSO	Registry Number	State	City	Region	Status	Attention Needed
CUSO National of Georgia	111-0000088	VA	Alexandria	8	NonReportingCUSO	

Showing 1 to 1 of 1 entries Previous Next

Step 2: Click to select the ‘Account Users’ tab.

CUSO National of Georgia List of CUSOs

Registry Number	EIN	Status	Last Modified
111-0000088	55-5555555	Registered	9/14/2015

[General Information](#)
[Services](#)
[Credit Union Customers](#)
[Owners](#)
[Financial Information](#)
Account Users

Account Users Add User to this CUSO

Show entries

Name	Role	Email	Created	Modified	Status	
CUSO CEO	CUSO Administrator	ceo@cuso.com	9/14/2015	9/14/2015	Active	Edit role Remove user from CUSO

Showing 1 to 1 of 1 entries Previous Next

Step 3: Click 'Add User to this CUSO'.

CUSO National of Georgia

Registry Number	EIN	Status	Last Modified
111-0000088	55-5555555	Registered	9/14/2015

List of CUSOs

General Information Services Credit Union Customers Owners Financial Information **Account Users**

Account Users

Show 10 entries

Name	Role	Email	Created	Modified	Status		
CUSO CEO	CUSO Administrator	ceo@cuso.com	9/14/2015	9/14/2015	Active	Edit role	Remove user from CUSO

Showing 1 to 1 of 1 entries

Previous 1 Next

Add User to this CUSO

Step 4: Enter the information requested on the screen that appears.

1. Enter user's name and email address.
2. Assign the user a role:

CUSO Viewer: read-only access to the CUSO's information (cannot add users)

CUSO Contributor: input and file registration information (cannot add new users)

CUSO Administrator: full permissions for the CUSO (can add, remove, or modify users)

CUSO National of Georgia

Registry Number	EIN	Status	Last Modified
111-0000088	55-5555555	Registered	9/14/2015

List of CUSOs

General Information Services Credit Union Customers Owners Financial Information **Account Users**

Account Users: Add User

First Name

Last Name

User's Email

Confirm Email

Role

Add **Cancel**

Step 5: Click 'Add' to finalize your changes and add the user to the CUSO. If the user already has a CUSO Registry account (identified by their email account), he or she will automatically be added to the CUSO Account Users tab.

If the user does not have a CUSO Registry account, he or she will receive an email invitation to create one. The new user will click the link in the email to create their user account. Once the account is created, the user will be added to the CUSO Account Users tab.

NOTE: CUSO Administrators can see pending users and can delete new users. It is recommended that each CUSO have at least two CUSO Administrators. CUSO Administrators should review the CUSO's users periodically to monitor access and permissions.

The screenshot displays the 'CUSO National of Georgia' web interface. At the top, there is a table with columns for 'Registry Number', 'EIN', 'Status', and 'Last Modified'. The table contains one row with the following data: Registry Number: 111-0000088, EIN: 55-5555555, Status: Registered, Last Modified: 9/14/2015. To the right of the table is a button labeled 'List of CUSOs'. Below the table is a navigation menu with tabs for 'General Information', 'Services', 'Credit Union Customers', 'Owners', 'Financial Information', and 'Account Users'. The 'Account Users' tab is selected and highlighted. The main content area is titled 'Account Users: Add User' and contains a form with the following fields: 'First Name' (text input), 'Last Name' (text input), 'User's Email' (text input), 'Confirm Email' (text input), and 'Role' (dropdown menu with 'CUSO Viewer' selected). At the bottom of the form are two buttons: 'Add' (highlighted with a red box) and 'Cancel'.

Registry Number	EIN	Status	Last Modified
111-0000088	55-5555555	Registered	9/14/2015

Account Users: Add User

First Name:

Last Name:

User's Email:

Confirm Email:

Role: