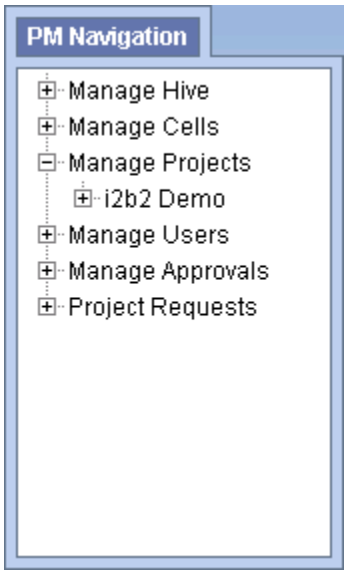
6.6.3.1 Add User to a Project

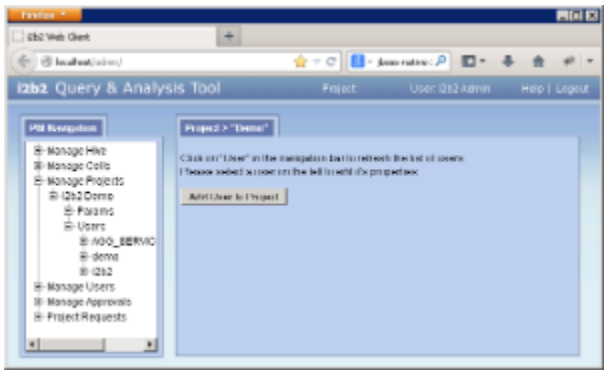
Steps to add a user to a project in i2b2

The following steps outline the process of adding a user to a project in the i2b2 Administration Module.

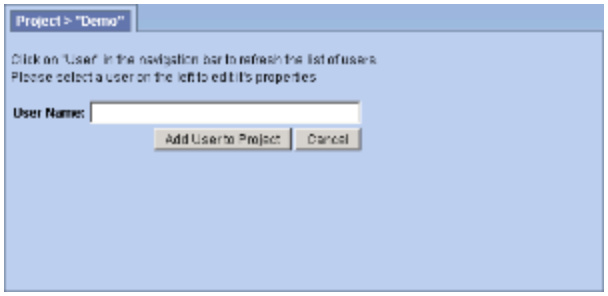
1. In the Navigation panel, expand **Manage Projects** to display a list of projects.



2. Expand the **name of the project** you want to add a user to.
3. Click on the **Users** option that displays under the project's name.
4. The **Project Users** page will display on the right side of the window pane.



5. Click on **Add User to Project**. The *Add Project User* page will display.



6. Enter the name of the user you want to add to the project.

> **Note**
>
> The **User Name** entered on this page is equivalent to the **User Name** in Manage Users.

7. Click on **Add User to Project** to add the user to the project.
8. The *Project Users* page will display.
9. In the Navigation panel click on **Users** to refresh the hierarchical tree and display the user you added to the project.