



## **CONNEX™** Michigan – Adding Users

1. Login to your CONNEX Michigan Account at https://app.connexmarketplace.com/login?source=Michigan



a. Upon login, you will see your company profile. **Note:** If you are affiliated with more than one location, you must select the profile you would like to view.

Sponsored by:	Name
"MICHIGAN"	> NIST MEP Supplier Scouting
My Organizations	> Michigan Manufacturing Technology Center

2. Locate "Profile Access" at the top of your profile and click to open the section.







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3. In the "Profile Access" section, select the "Invitations" tab.

**Profile Access** 

You can invite users to access and manage Michigan - Demo Test Co..

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4. Type in an email address. Then select the arrow drop down in the "**Roles**" box to assign the desired role(s) to the user.

Profile Access	×
You can invite users to access and manage Michigan - Demo Test Co	
Users 🚯 Invitations 🚺	
Email Address	Roles ①
proudtomanufacture@mmtc.org	SEND INVITATION
Account Invited Roles	Administrator
: jromain@mmtc.org 4/6/2022 by Rebekah Mccarter Profile Editor x	Subscription Manager Profile Editor   Profile Viewer
<u>د</u>	Supply Chain Manager 1user
Email connex@the-cer	Exchange Center Manager

5. For help on those user roles, select the (i) button for a description. You can also view the CONNEX User Role document on our <u>Downloads and Resources</u> page.







6. After you have assigned at least one role for the user, click "Send Invitation"

Email Address Roles ① Profile Editor × SEND INVITATI	Users 3	Invitations 1			
Email Address SEND INVITATI	Free il Astronom		Roles (i)		
Profile Editor x SEND INVITATI	Email Address				
connexigene-center.org	connex@the-	center.org	Profile Editor ×	~	SEND INVITATION

7. The invited user will receive an email from <u>noreply@connexmarketplace.com</u> letting them know they were invited to help manage a company profile. If they do not see this invitation, please have them check their spam or junk folder. The invitation will stay in the "**Invitation**" tab until accepted.



8. To cancel the invitation, click the three (3) vertical dots to the left of the user email, and select, "Revoke Invite"

