Adding a new administrator and assigning roles for access to EBSCOadmin

EBSCOadmin allows library administrators to add additional administrators while providing the flexibility to restrict the functions they can perform. Users can be set-up for Read-only privileges, or Read-Write privileges which allows them to update EBSCOadmin settings for their assigned roles.

To add a new administrator:


2. Click the EBSCOadmin Security link in the top right corner.

3. Click the Add New Administrator link.

4. In the text entry fields, enter the Display Name, User ID, Password and Email Address.

   **Note:** You may leave the User ID field blank, allowing the administrator to create the User ID when he or she receives the email with their new account information.

5. Click Submit. The site list appears with your new administrator listed.

6. Choose the Go link under the Roles column for the administrator you just created.

7. Choose which tabs this administrator has rights to:
   - **Read Only** - The administrator will have access to this tab but cannot make any changes.
   - **Write** - The administrator has full edit rights for this area.
   - **None** - The tab does not appear when the administrator logs in.

8. Click Submit. Your changes are saved.

   **Note:** All users with access to an account's EBSCOadmin will have the ability to modify Holdings Management activity.

See also:

[How do I change administrator roles in EBSCOadmin?](https://help.ebsco.com/interfaces/EBSCOadmin/Admin_User_Guide/Adding_a_new_administrator_EBSCOadmin)