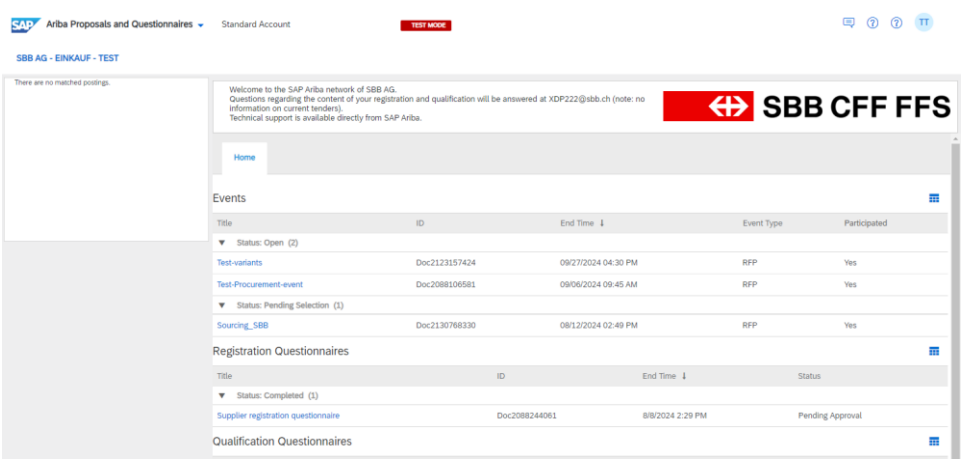
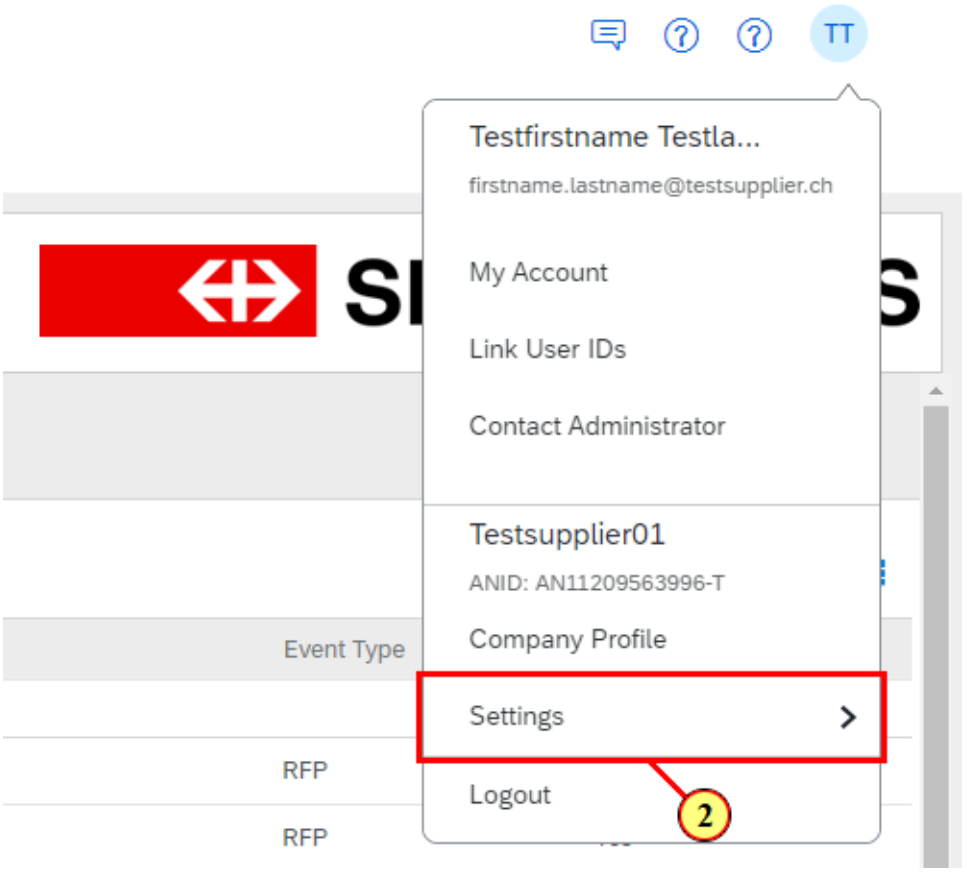
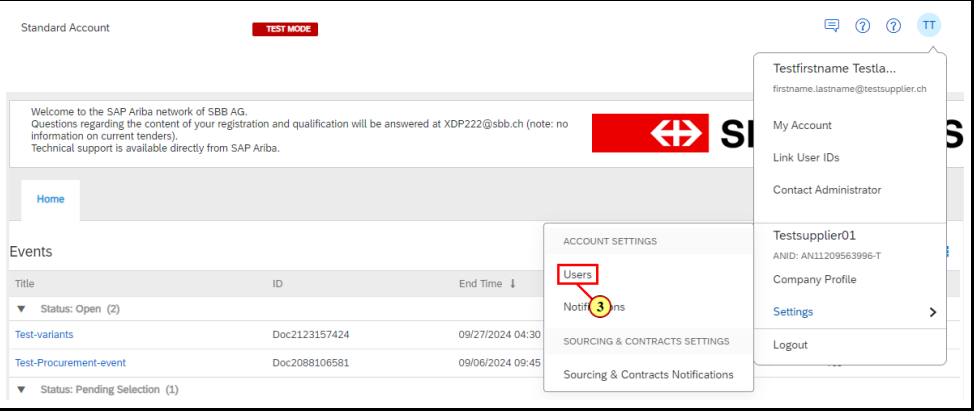
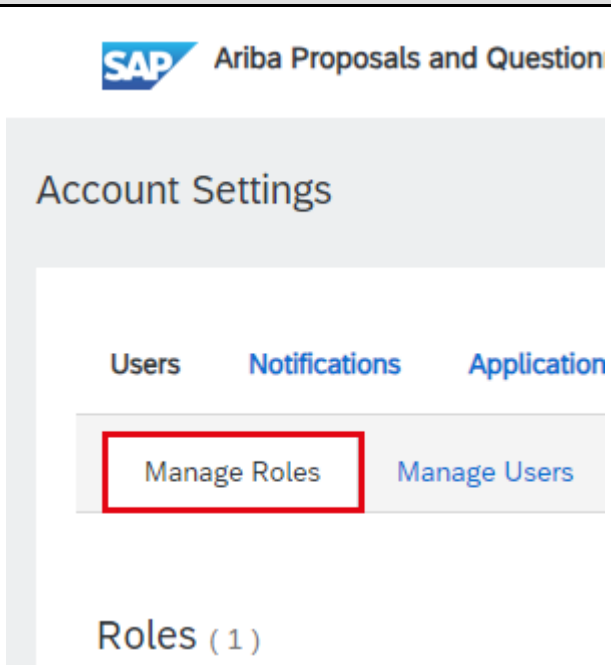
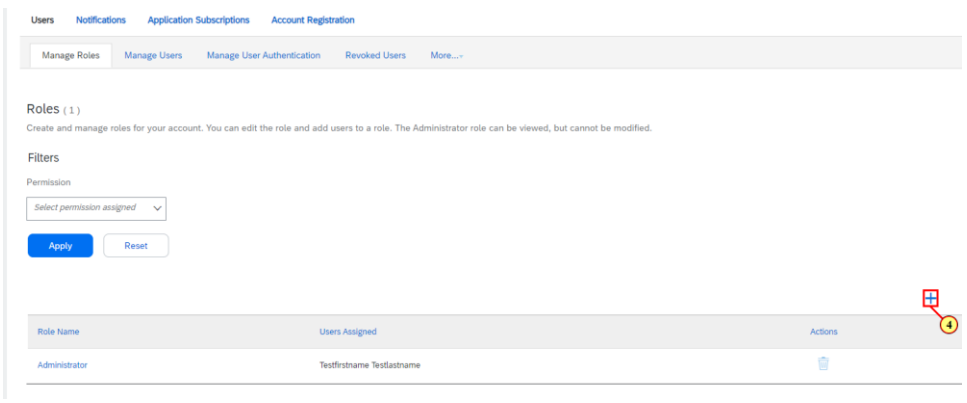
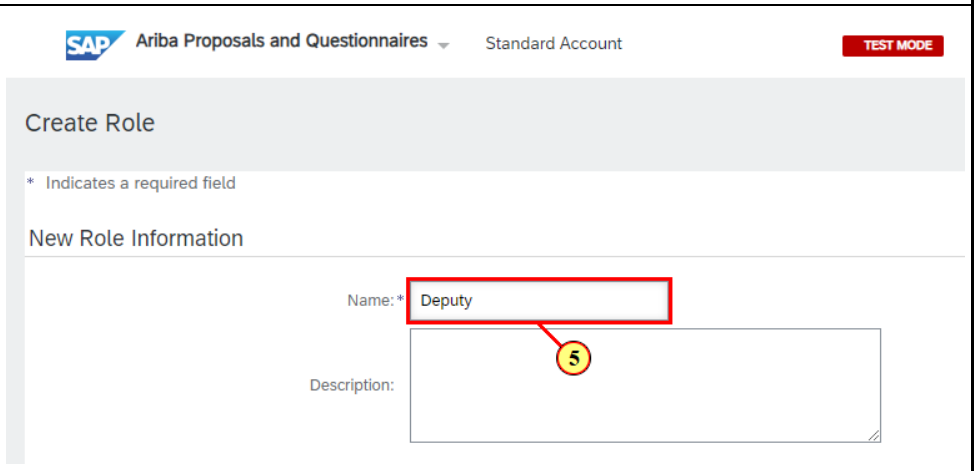
1.1. User management

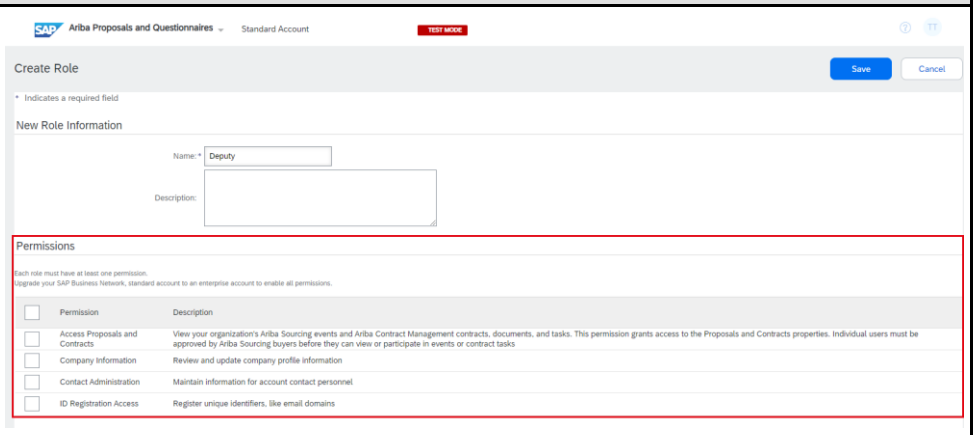
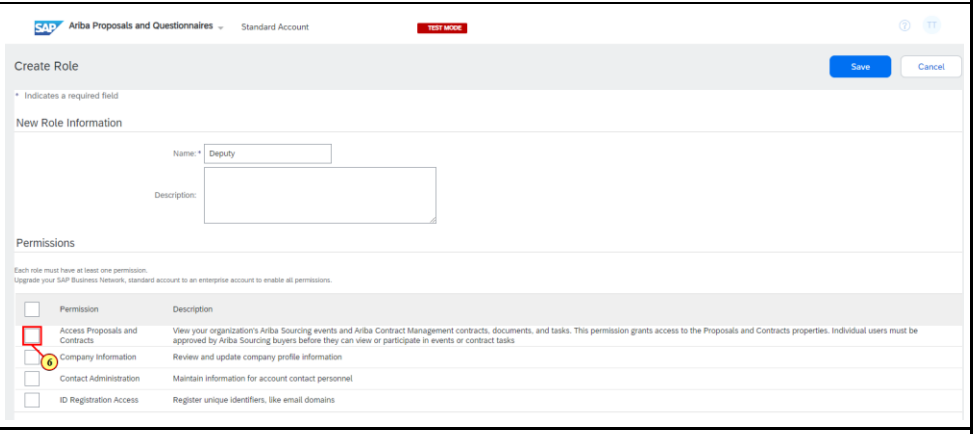
Content of these instructions

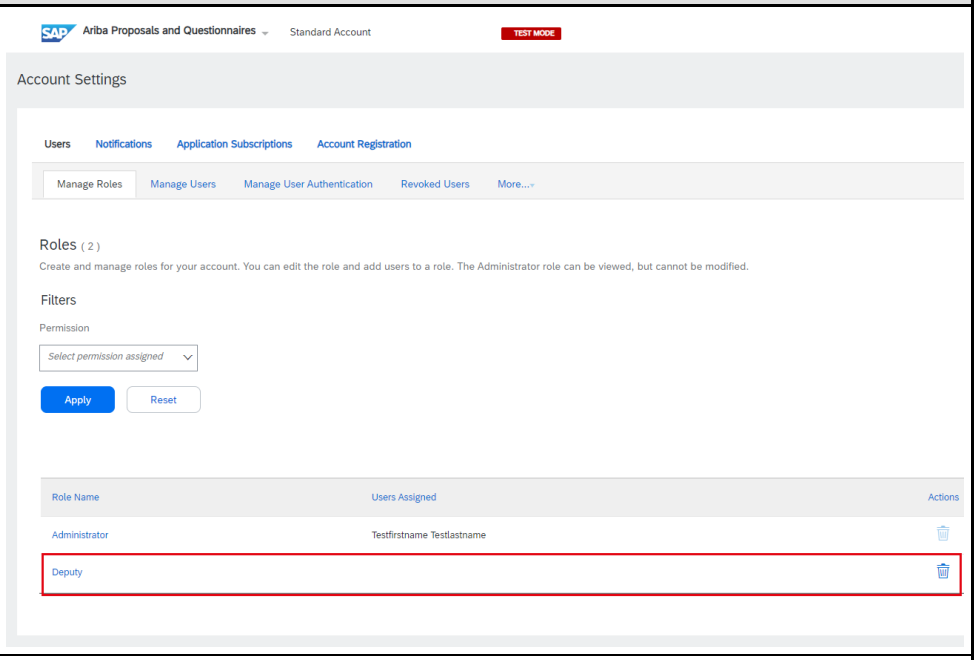
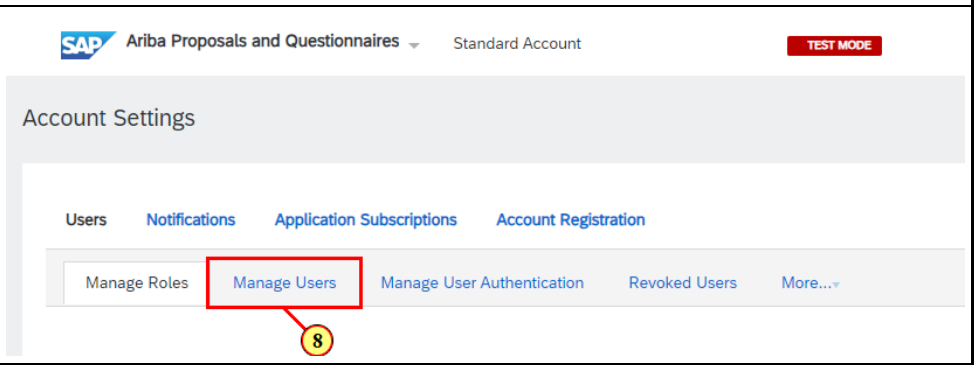
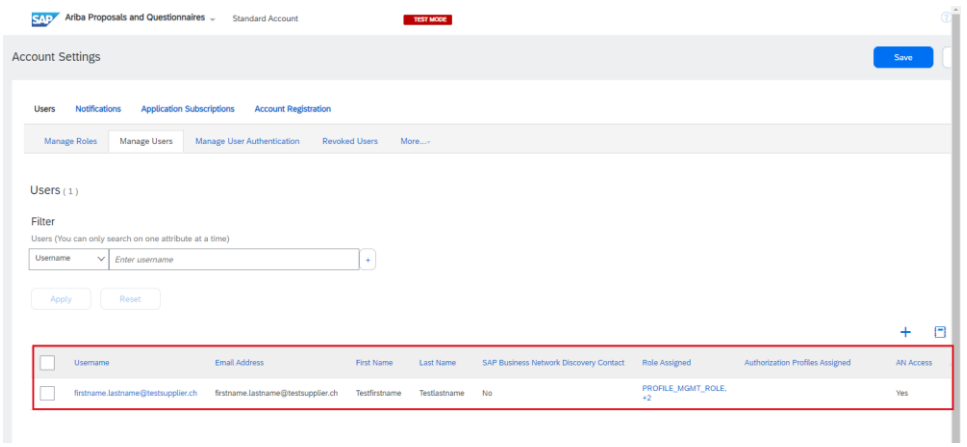
- Adding a new user to the company account
- Creating new roles

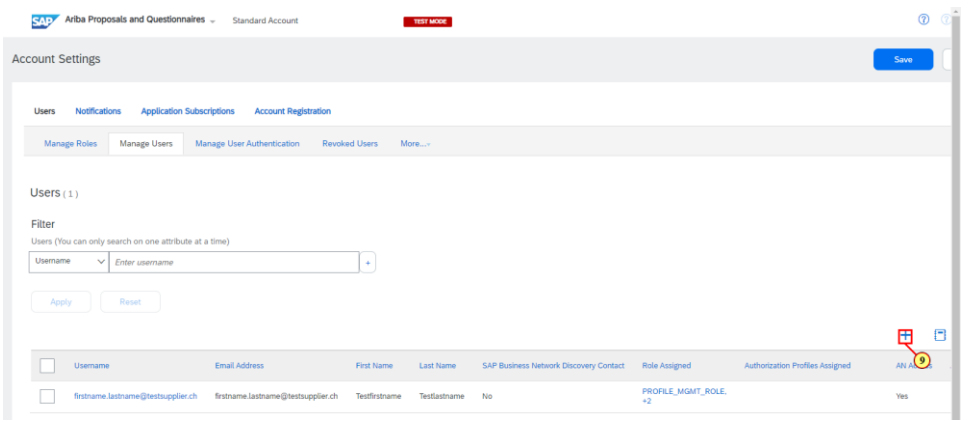
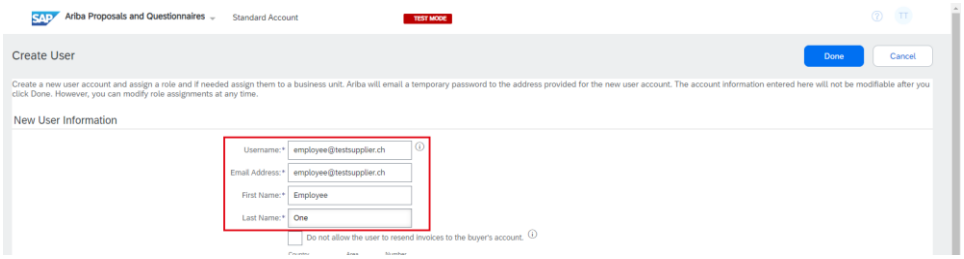
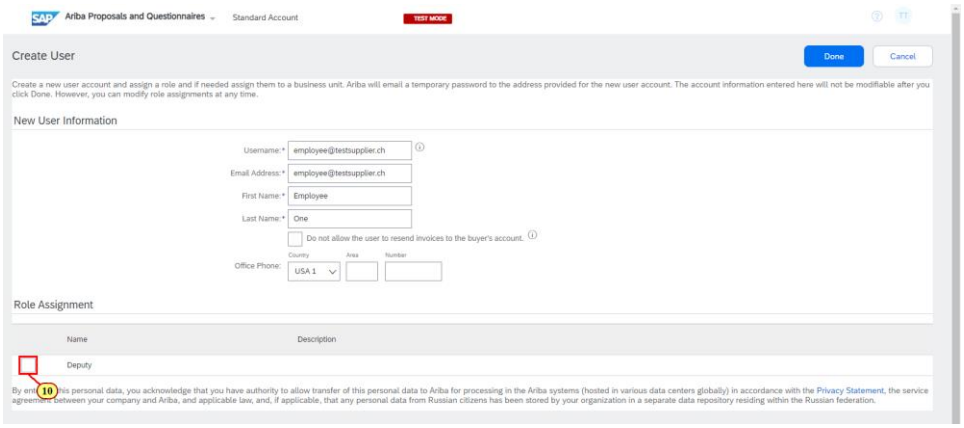
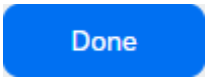
Explanation	Screenshot
This is the **dashboard of your SAP Ariba profile**. Here you will find an overview of current procurements, the registration process and qualifications. The following guides you through the steps to **add another user** to your company account.	
1. To access the account settings, select your initials in the top right-hand corner TT	

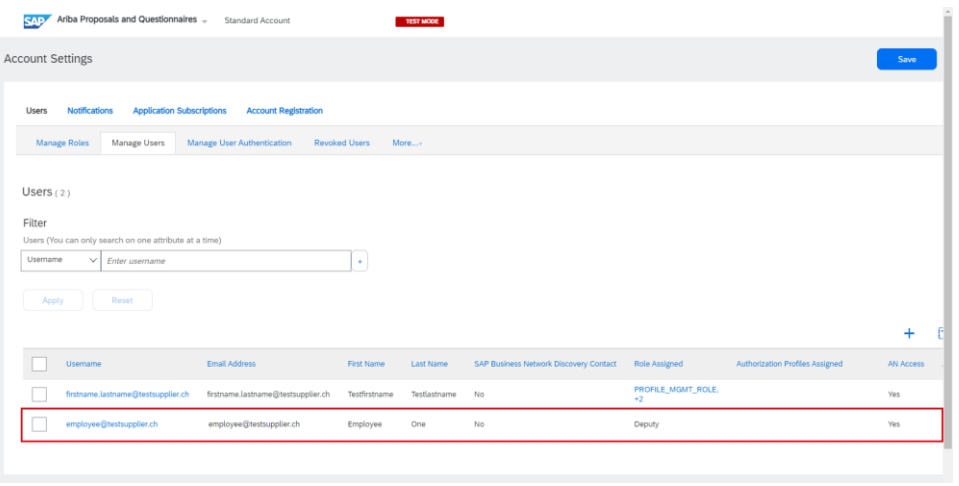
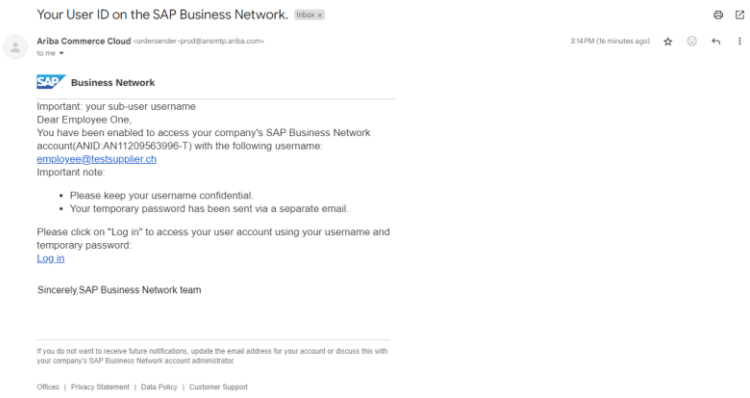
Explanation	Screenshot
2. Select the option Settings >	
3. To access the user management, select Users	

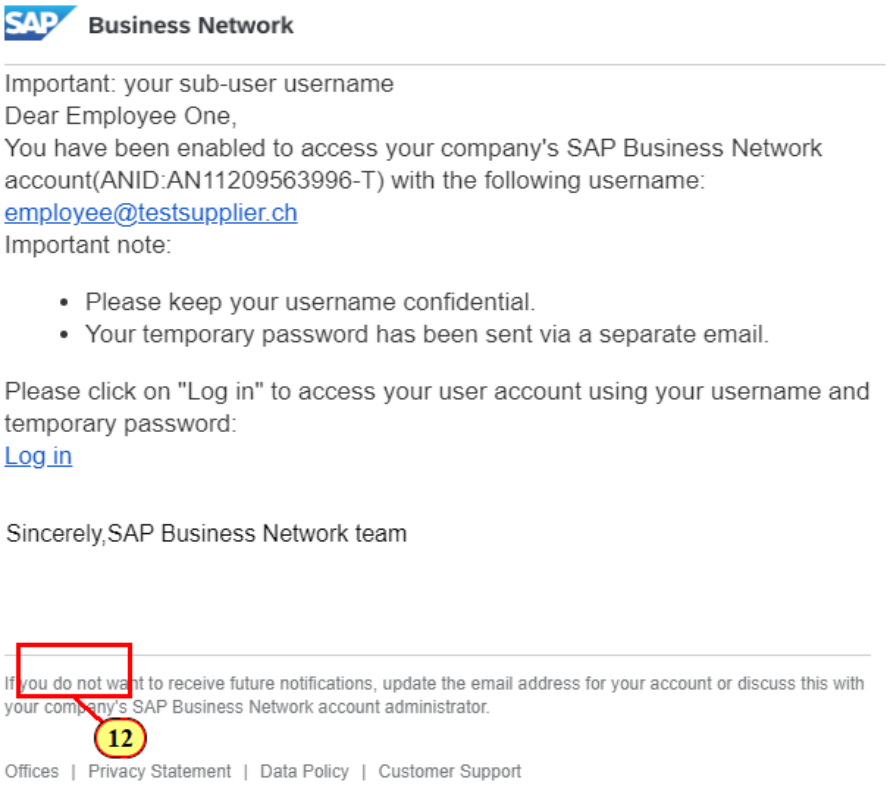
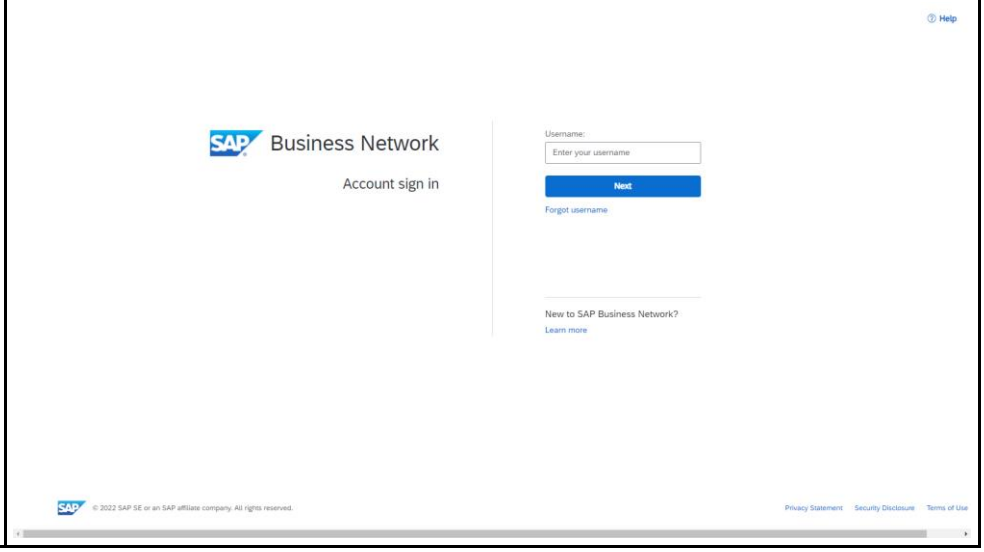
Explanation	Screenshot
You are now on the “Manage Roles” tab. As each user must be **assigned at least one role**, you must first create a new role.	
4. To create a new role, select the plus symbol +.	
5. Give the role a name.	

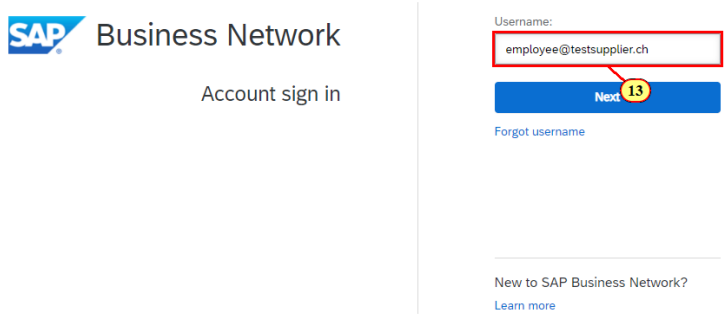
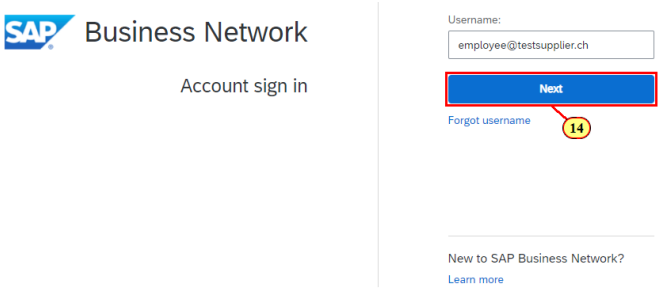
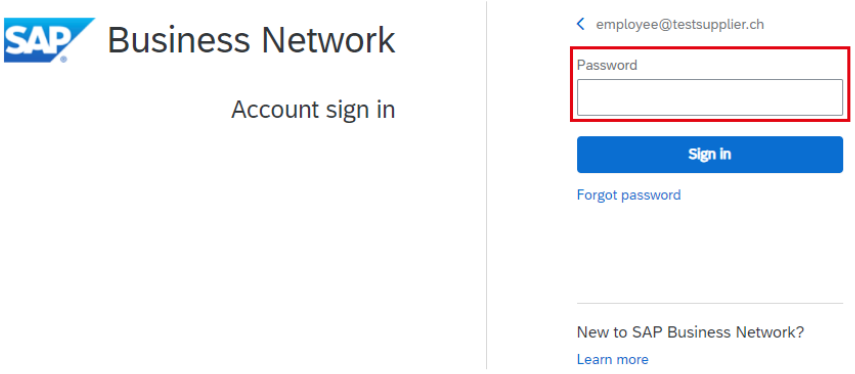
Explanation	Screenshot
Add permissions to the role. Each role must have **at least one permission**.	
6. Select the checkboxes to add the permission to the role.	
7. Once you have added all the required permissions, select **Save** to save the role.	

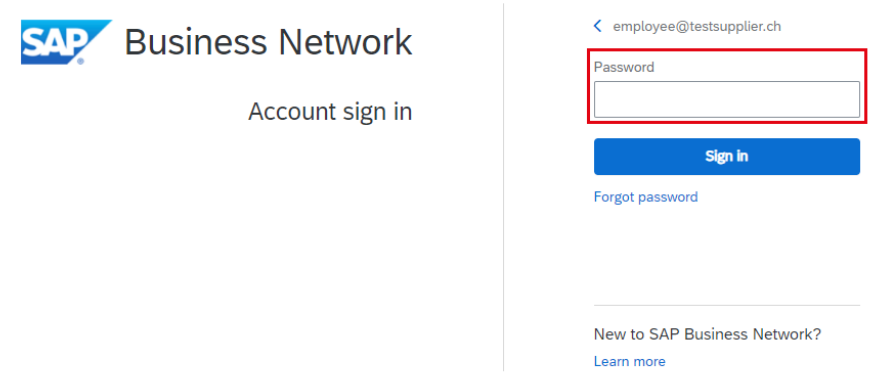
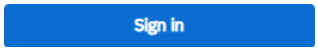
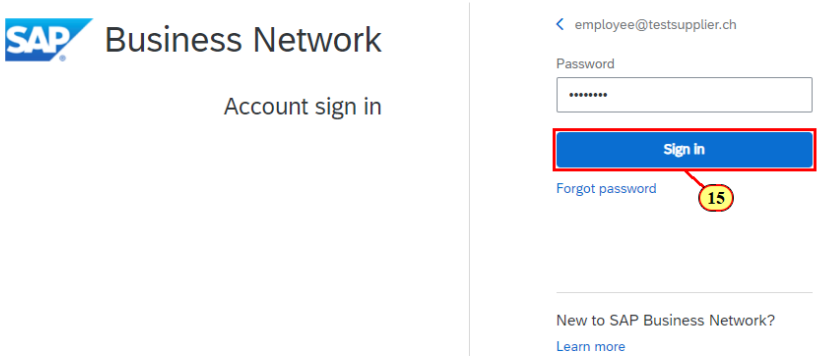
Explanation	Screenshot
The **new role** is displayed here.	
8. Select the Manage Users tab to display the user accounts.	
You can see the **current users** of your company account in the list.	

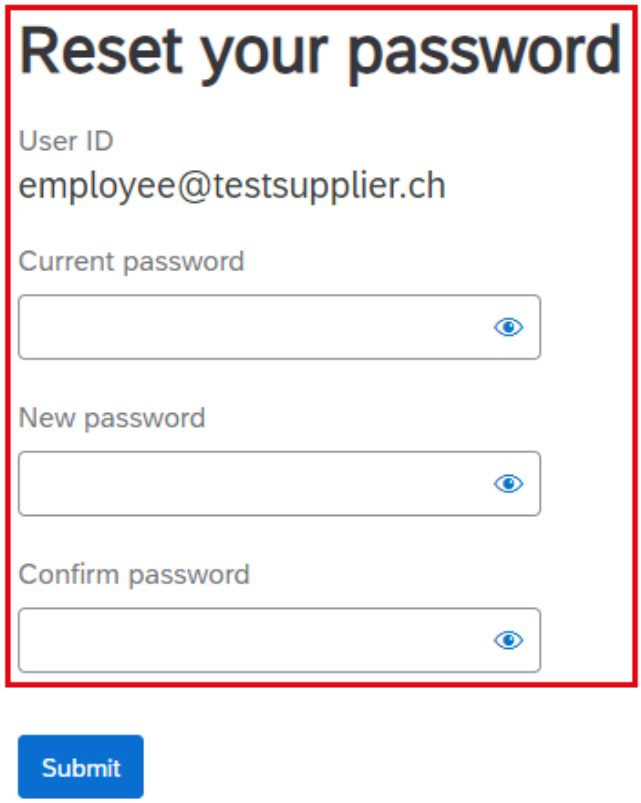
Explanation	Screenshot
9. To create a new user, select the plus symbol	
Fill in the **information fields** for the new user. Please note that the **username must be an e-mail address**. We advise using the **correspondence e-mail address as the username**.	
10. Assign a role to the user by selecting the checkbox .	
11. Click  to finalise the creation of the user account.	

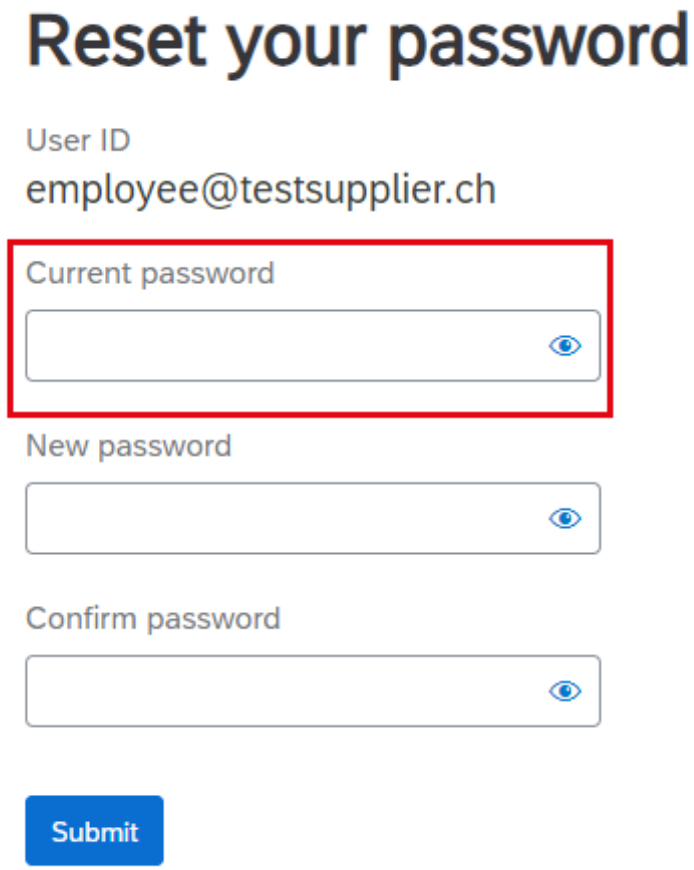
Explanation	Screenshot
The **new user** is now displayed in the list. The user will have received an e-mail containing the **account activation** information.	
The following steps show the information as viewed by the **new user** who receives an **e-mail with the access link** to SAP Ariba.	

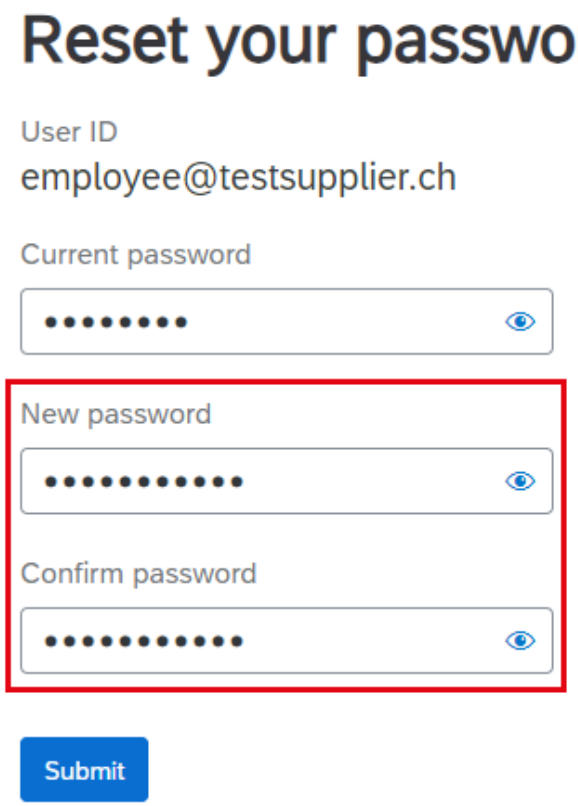
Explanation	Screenshot
12. Select Log in .	
This takes you to the **login page for new user accounts**.	

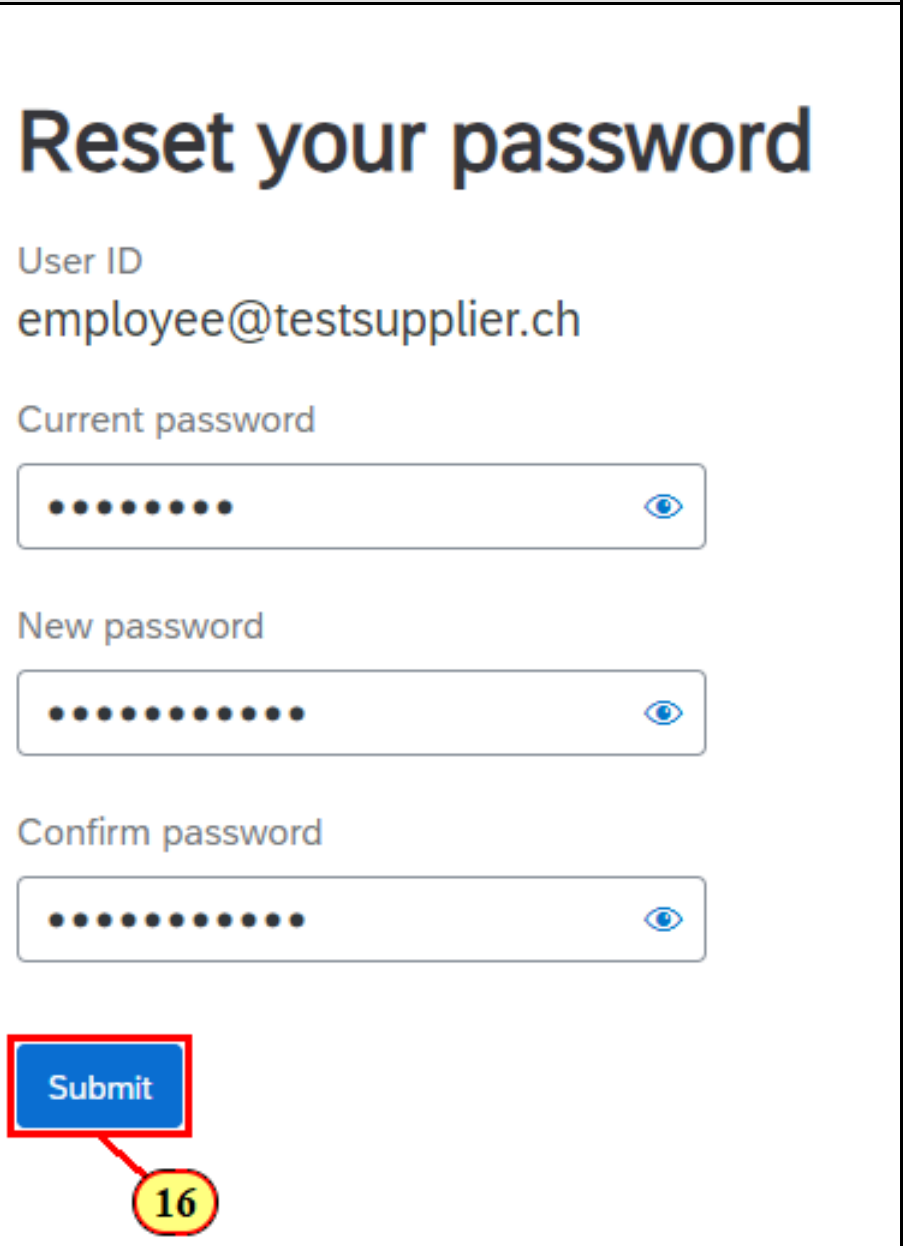
Explanation	Screenshot
13. Fill in the Username field.	
14. Select **Next** to go to the password entry screen.	
The initial password was sent to you **in a separate e-mail.**	

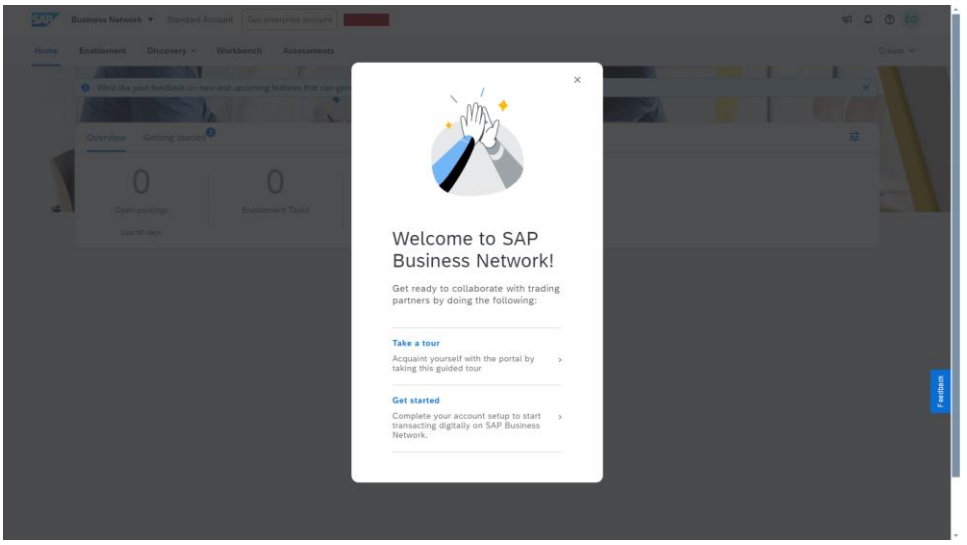
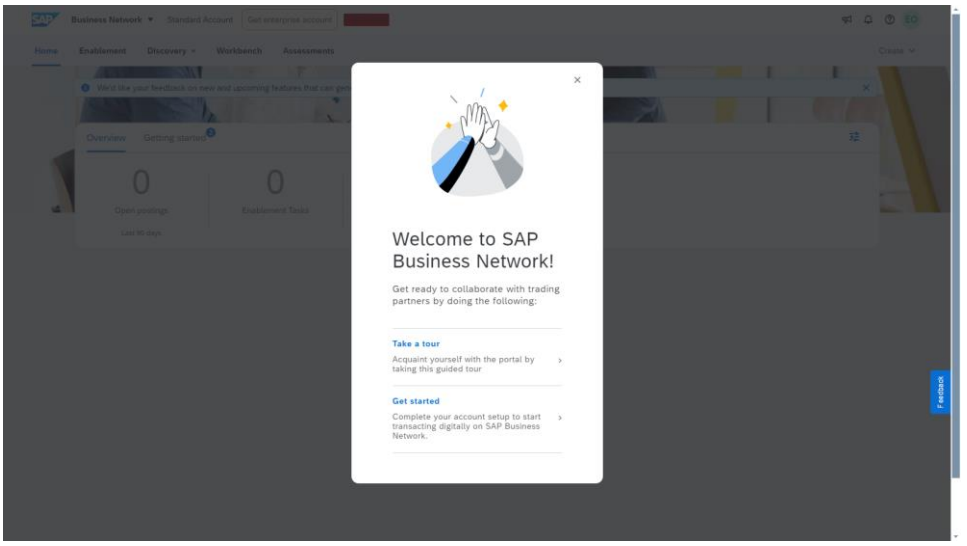
Explanation	Screenshot
Fill in the Password field.	
15. Then select  to set a new password.	

Explanation	Screenshot
On this page, you set the **password for the new user**.	

Explanation	Screenshot
In the “Current password” field, enter your **initial password from the e-mail**.	

Explanation	Screenshot
Enter your **new password**.	

Explanation	Screenshot
16. Select Submit to update your password and go to the dashboard.	

Explanation	Screenshot
The new user account has been **created successfully.**	
You have now reached the end of these instructions. If you have any further questions, please contact: digitalereinkauf@sbb.ch