

Manage Super Users

Description: In this topic, the user will learn how to manage access for super users in the organization. Before adding super user access, remove all roles and permissions. View the following articles to update user access:

- [Roles - Manage Roles Add or Remove](#)
- [Permissions - Manage Permissions Add or Remove](#)

Role Required: Super User

Permission Required: N/A

Add Super User Access

1. Log in to the DCI web portal
2. Select **Settings** from the main menu
3. Select **Super Users** from the submenu
4. Click **Actions**
5. Select **Manage Role** from the drop-down menu
6. Type and select the employee's name in the Name field
7. Click the **blue plus sign (+)** to add the super user role
 - a. Please note: An alert will appear if all other roles and permissions have not been removed. The alert will state "This employee currently has other roles assigned to them. Please remove the existing roles and then assign the Super User role."
8. The added super user role will populate in the table
9. Click **Save** and **Yes** to confirm

Remove Super User Access

1. Log in to the DCI web portal
2. Select **Settings** from the main menu
3. Select **Super Users** from the submenu
4. Type and select the employee's name in the Type Employee Name filter
5. Click the blue **Search** button
6. The employee with super user role will be shown in the table
7. Click the **Trashcan icon** in the Action column
8. Click **Yes** to confirm and delete the super user role for the employee

Related articles

- [Roles Overview](#)
- [Manage Super Users](#)
- [July 2022 Release Notes](#)
- [Permissions Overview](#)
- [February 2021 Release Notes](#)