# User Administrator Brief Overview

ScrapConnect is designed to have your company designate a single user to administrate your employees' access on the website. We call this user the **user administrator**. In order to use the website, we require that an officer of your company sign the user administrator agreement and specify the employee that should have this role. This agreement is located from the *Help* link at the upper right hand corner of ScrapConnect.

There can only be one user administrator for your company and they are responsible for the following:
• Controls who can see your company's information and to what level
• Manages access for everyone in your company
• Creates and removes users; grants and revokes access to special content within the site

User Administration

After logging into ScrapConnect, all user administrator functions are located by clicking on your name in the top right corner and then clicking on *My Users* as shown here.
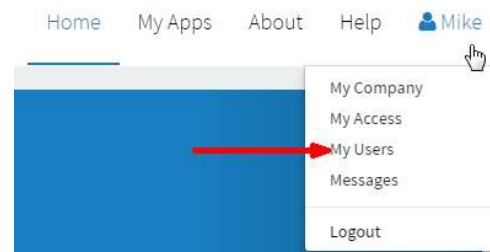
From this page the user administrator can view users, register a new user, add a user that is already registered on ScrapConnect to their company, delete users, and add or remove roles. There is a help document on this page on how to register new users for your company. Any questions? Contact us at help@djj.com.