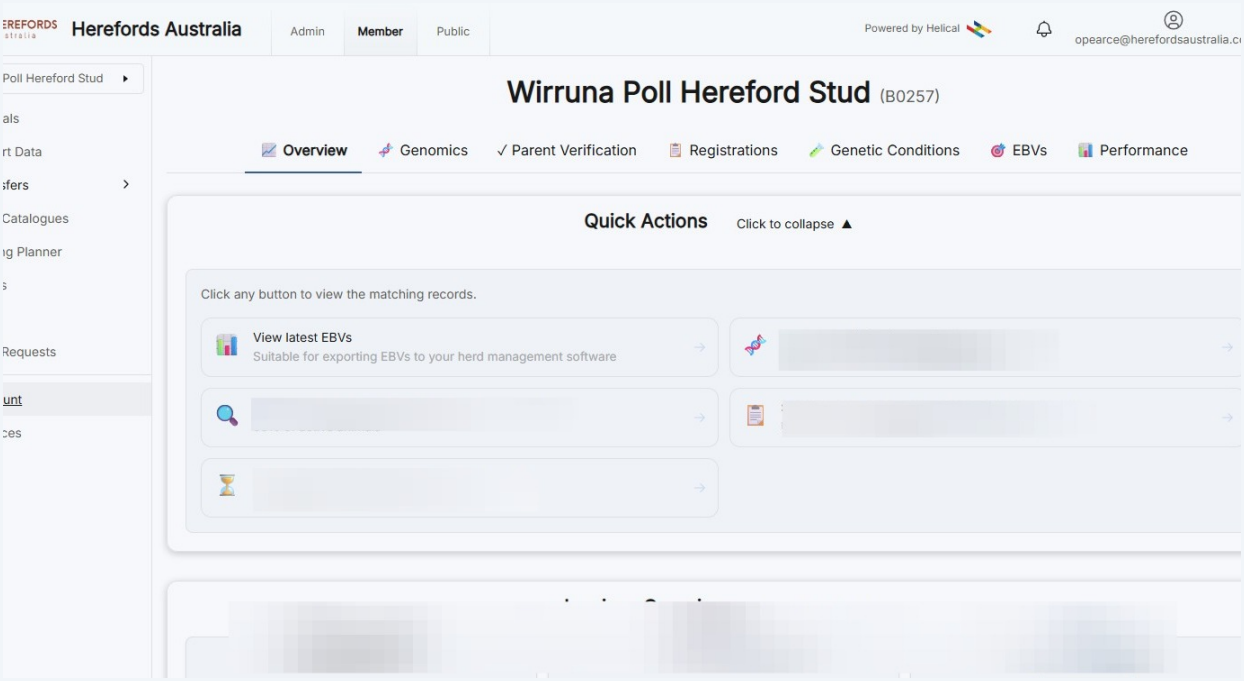
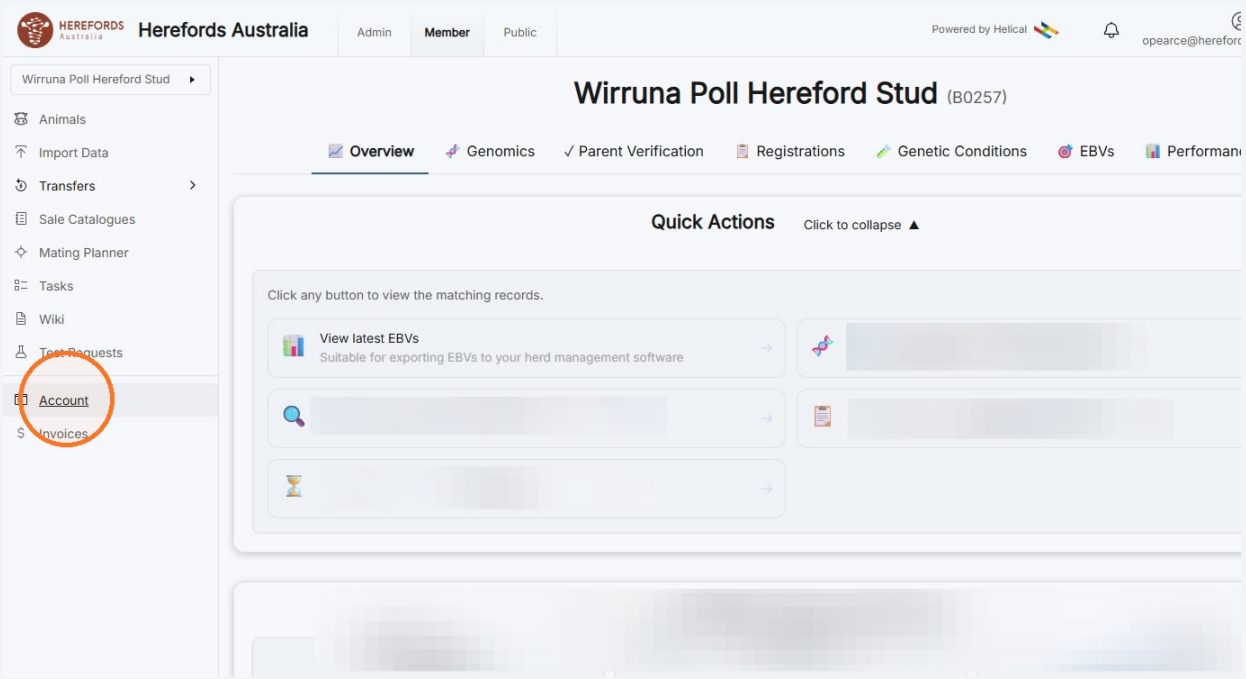
How To Add Additional Users

Learn how to manage your team access by adding a new user profile to your account dashboard. This guide walks you through the simple steps to assign specific roles to team members, ensuring your account permissions are correctly configured.

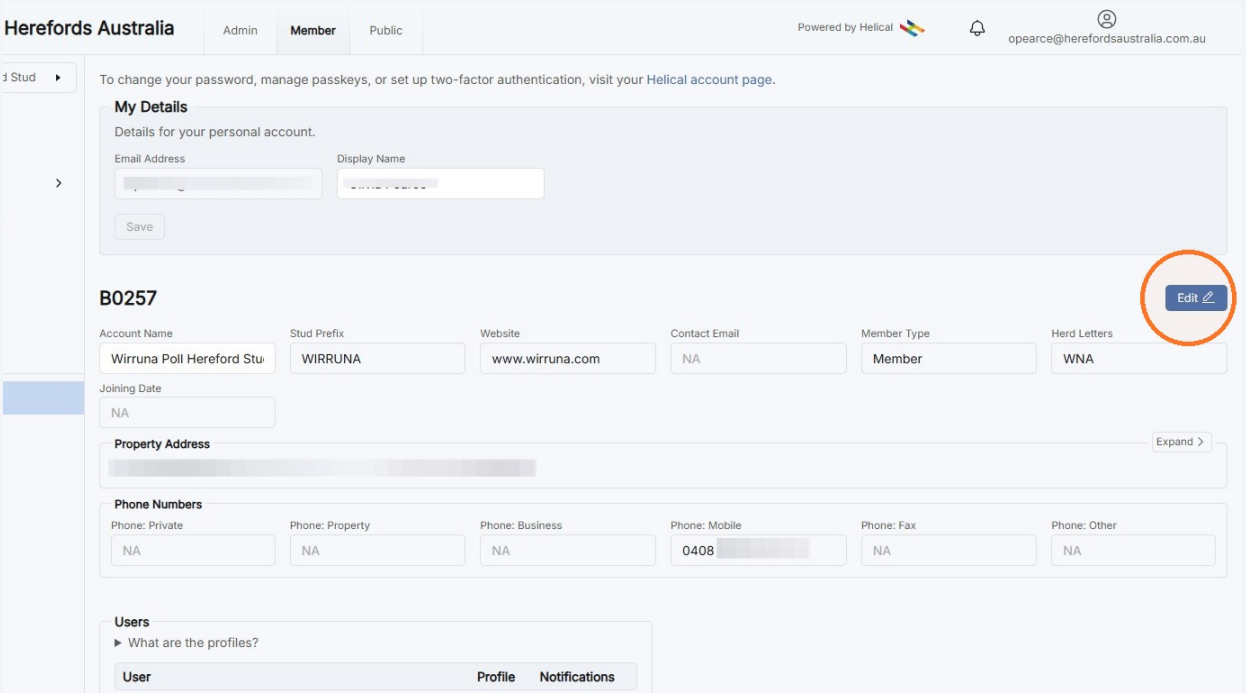
1 Login to your dashboard page in Helical



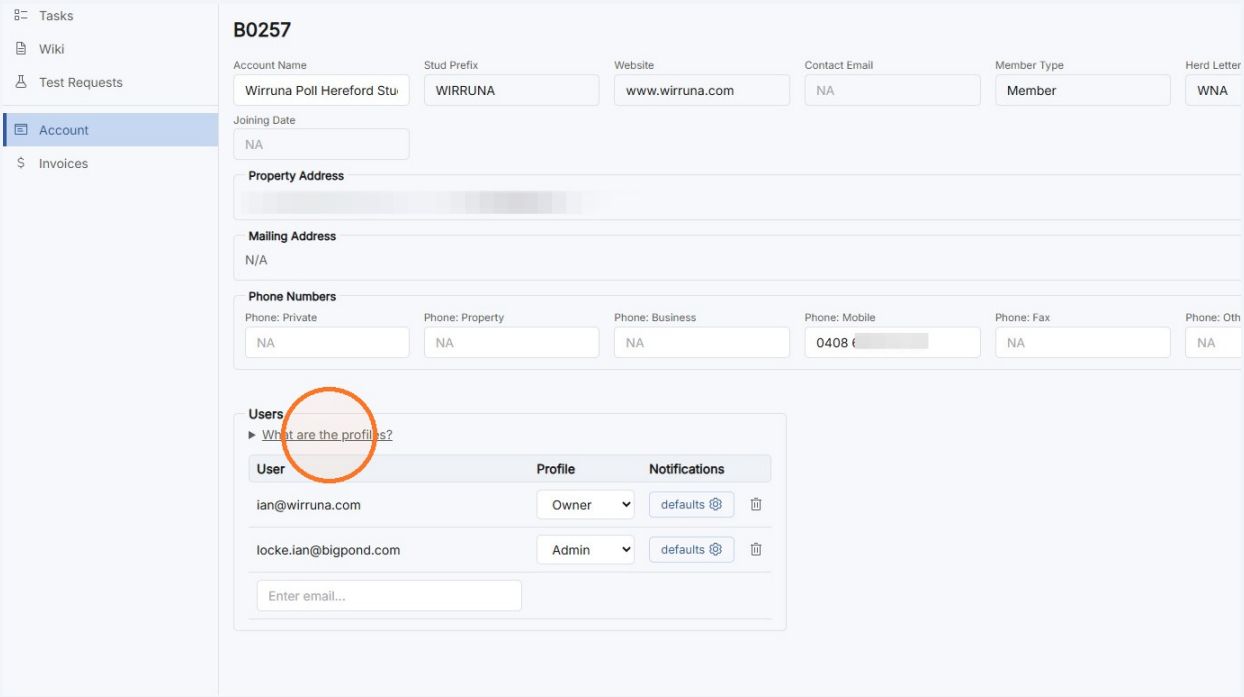
2 Click "Account"



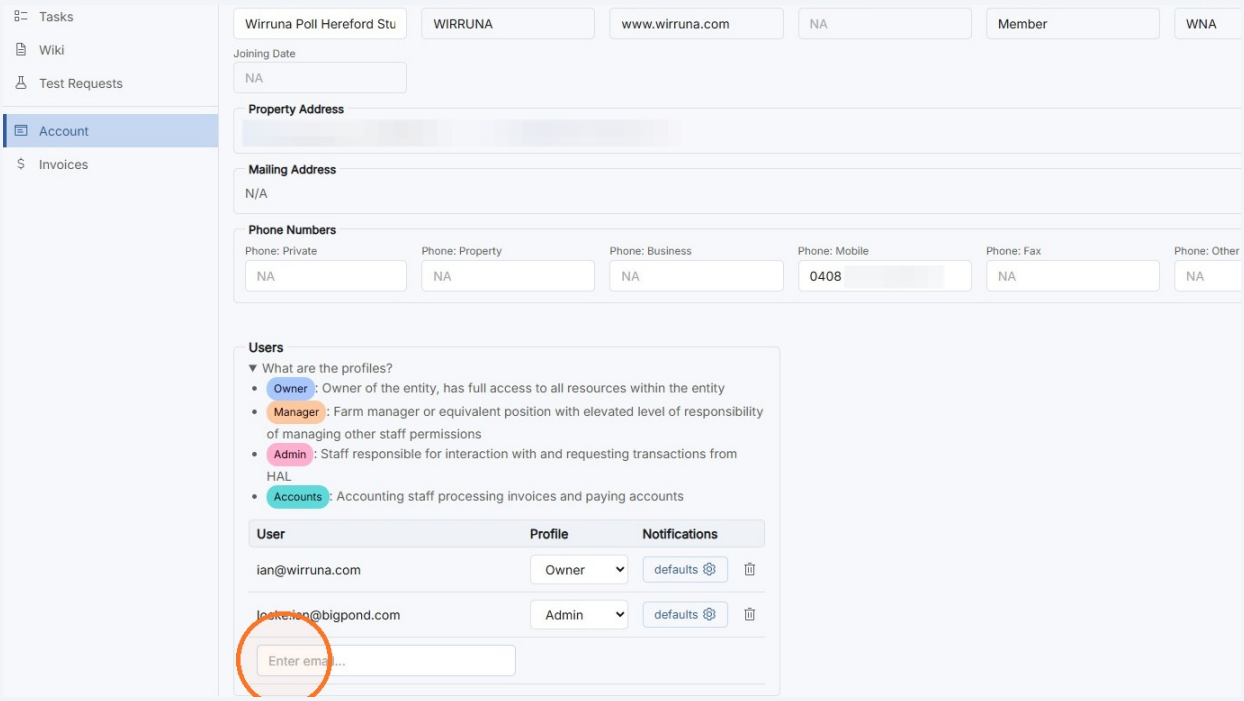
3 Click "Edit"



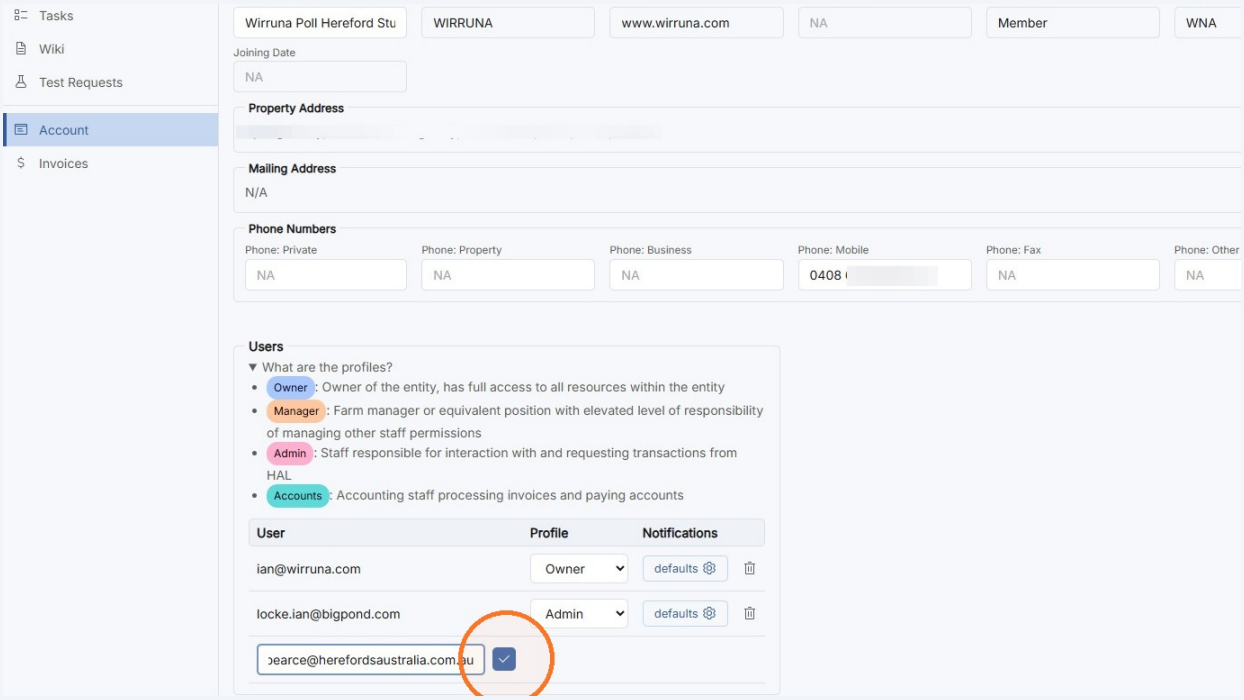
4 Click "What are the profiles?" To view the types of users and access authority.



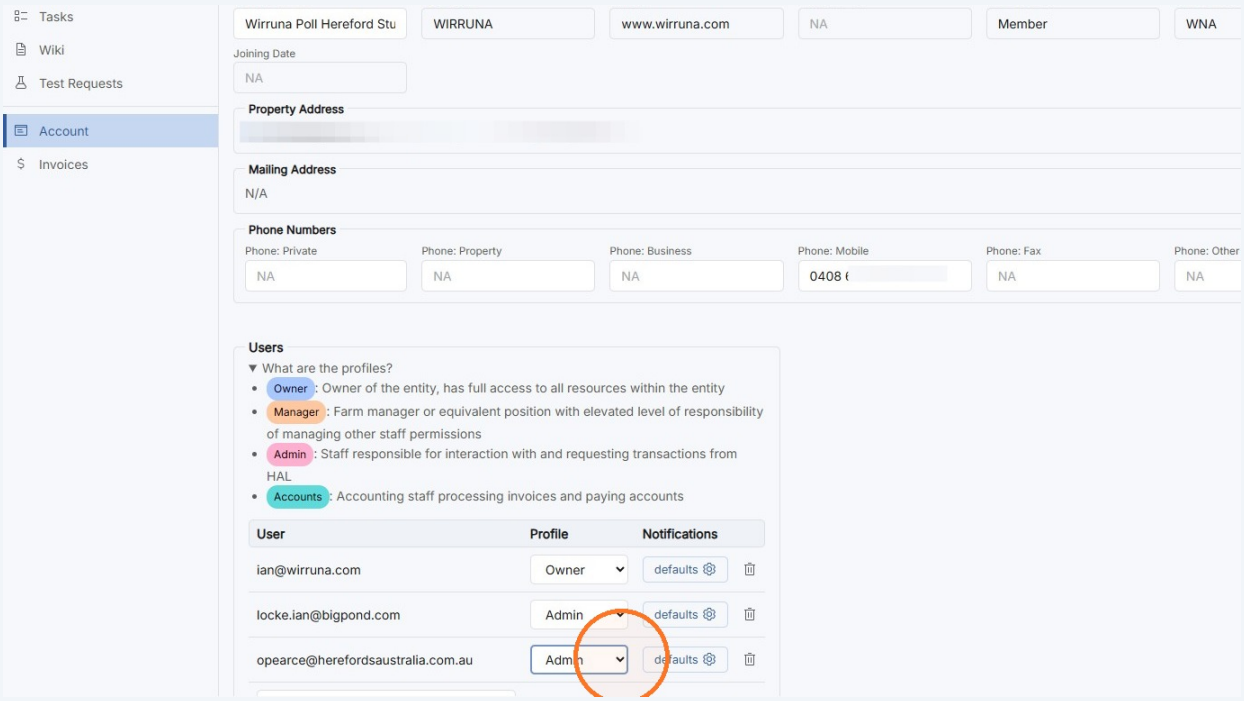
5 Click the "Enter email..." field and type the email address of the person or entity you are assigning access to.



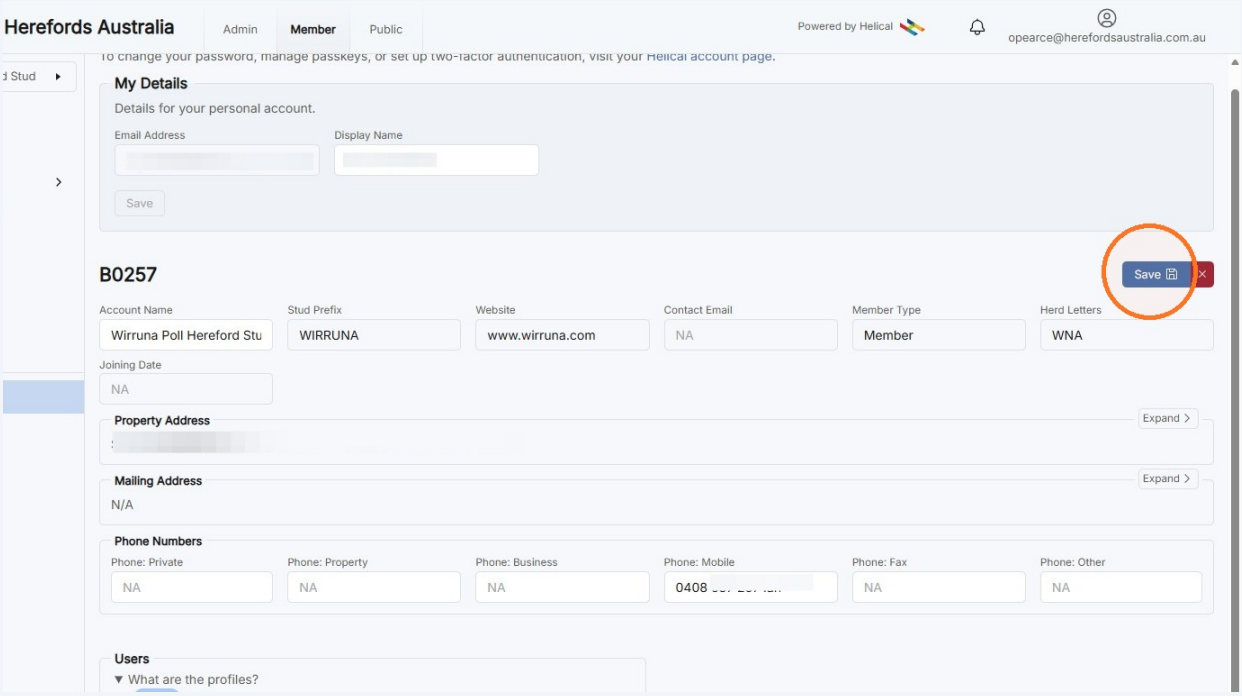
6 Click the Add user button.



7 Select the type of profile authority you would like to assign.



8 Click "Save"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Member
Public
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My Details
Details for your personal account.
Email Address
Display Name
Save
B0257
Save
Account Name
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Stud Prefix
WIRRUNA
Website
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Contact Email
NA
Member Type
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WNA
Joining Date
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Expand
Phone Numbers
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Phone: Business
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Phone: Mobile
Phone: Fax
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Phone: Other
NA
Users
What are the profiles?