



Step-by-Step: How to Manage Users on My EDIH

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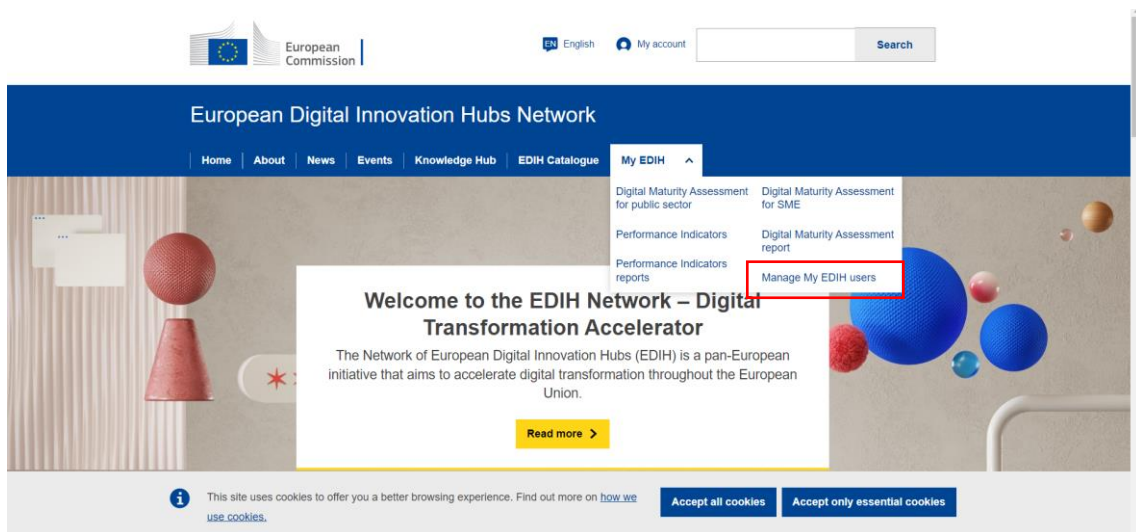
How to Add New Users to “My EDIH”

This step-by-step guide will explain how EDIH Coordinators can provide other users access to the EDIH Network portal and add new users to the “My EDIH” section.

Important note: All added users will have the same powers as the EDIH Coordinator, meaning they can perform the any action and make changes within the My EDIH section. Therefore, it is advised that access should be granted with careful consideration.

To add new users, follow the steps below.

1. EDIH coordinators with access to the portal should login at <https://european-digital-innovation-hubs.ec.europa.eu/home>
2. Once logged in, click on or hover over the My EDIH tab in the menu.
3. Click on **Manage My EDIH users**



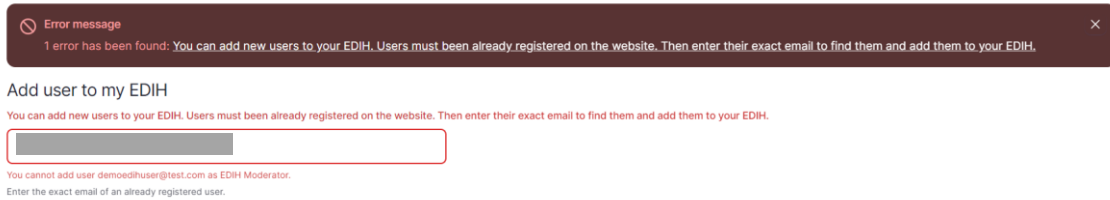
4. To add new users, enter the exact email address of the user to be added in the search bar. Click search.

Manage EDIH Users



5. When the user appears, you can click **Add user to EDIH**.

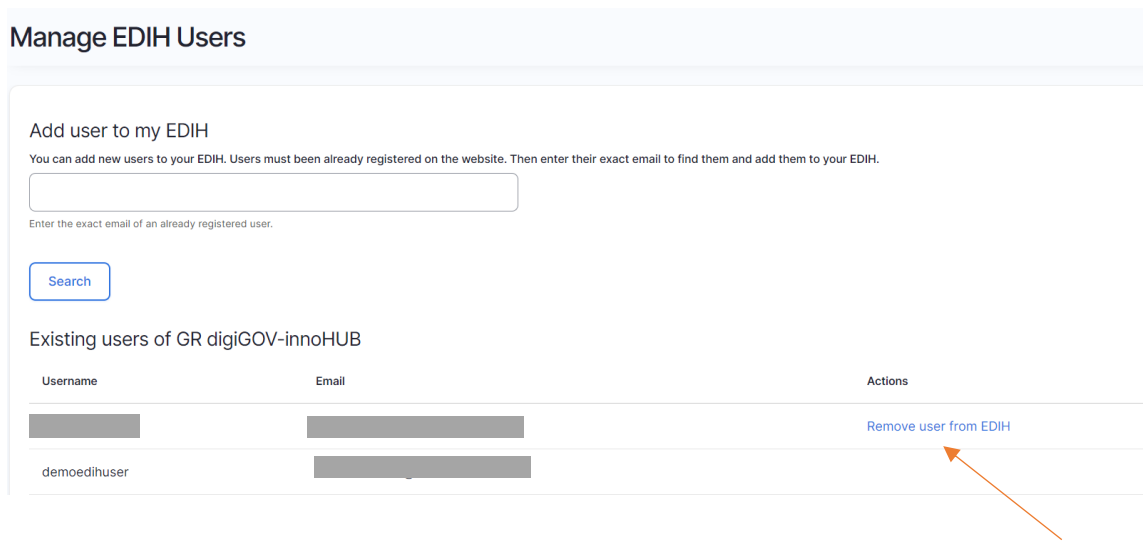
6. If the user has not attempted to login before, this message will appear. **All users who wish to be granted access and added, must create an EU Login account and attempt to access the portal once via the “Login” button at <https://european-digital-innovation-hubs.ec.europa.eu/home>.** Once a user attempts to login and receives an error message, the EDIH Coordinator who has access to the portal may proceed to add the user by following the above steps.



7. Once a user is added to the EDIH, they will gain the same access rights and powers on the EDIH Network portal as the EDIH Coordinator.

How to remove users from “My EDIH”

1. To remove a user, follow the above steps but instead click on “Remove user from EDIH”.



Please note that once a user is added, they will have the power to remove other users and edit all content within the MY EDIH space.