




## Assign User Roles

1. From within Alden ONE, click the **Menu**.
2. Click **View Admin Page**.
3. Click the **Role Management** tab.
4. Find the role you wish to assign to a user and click the **Assign Role to Users**  icon.
5. On the right, click in the **Enter username** field under **Assign this role to a user**:
6. Begin typing in the user's name or email address.
7. Once found, click on the user.
8. Click **Apply**.