

Import a User

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If your region uses more than one Juvare solution, you may be able to import a person that already has an account in one of the connected solutions.

Administrators with the appropriate rights can import a [user](#) into their region's user database. To use this feature, you need to know their user ID (username) from the other solution.

By default, the imported user is assigned your region's [default role](#) and has viewing rights for every resource in the region default view. As you work with the user account, you can change these settings.

To import a user

1. In the main menu, click **Setup** and then click **Users**. The *Users List* opens.
2. Click **Import User**. The *Import Users* page opens.
3. For **Username**, enter the person's username from the other solution.
4. Click **Import**. A confirmation page opens showing the user information that will be imported into EMResource.
5. Click **Import**.