

# Assign Users to a View

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With appropriate permissions, you are able to assign users to a view from within the view administration pages.

Note the following about assigning users:

- You can also grant access to a view from within the [user's profile](#).
- Use the fields at the top of the page to search for users.

## To assign users

1. In the main menu, click **Setup** and then click **Views**. The *Region Views List* opens.
2. Locate the view and, on that row, click **Edit**. The *Edit View* page opens.
3. Click the **Users** tab.
4. If you want all users in all involved regions to have access to the view, make sure the **Security** check box is selected, or to assign individual users to the view:
  - Clear the **Security** check box. The page shows all users.
  - Select the check box for each user to whom you want to grant access to the view.
5. Click **Save**.