BBC Comply: User management

User management is required so people in your team are given access to the BBC Comply system. Only Team Administrators with the relevant permissions can perform user management.
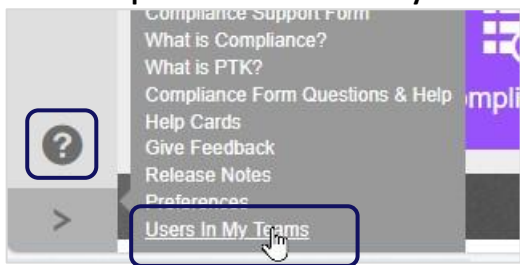
> If you are a Team Administrator for your production company but you do not have access to BBC Comply, please contact **BBC Compliance Support**.

Once **BBC Compliance Support** has created a new team within BBC Comply for your company and provided the Team Administrator with user administration permissions, the Team Administrator will need to add new people to their team.
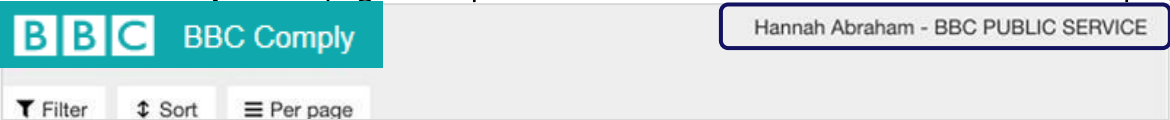
Access BBC Comply User administration

To access the User Administration section of BBC Comply:

➡ Click on **Help** and select **Users in My Teams**

The **Users in MyTeams** page will open. Your name and team will be listed in the top right.

Anyone in your team with access to BBC Comply will be listed beneath, showing the following:

- **Display Name** (and **Role**)   ▢ When the account was **Created**

- **Email address**   ▢ The permissions or **Role** they have

- The time they were **Last Seen** (or logged in)   Compliance
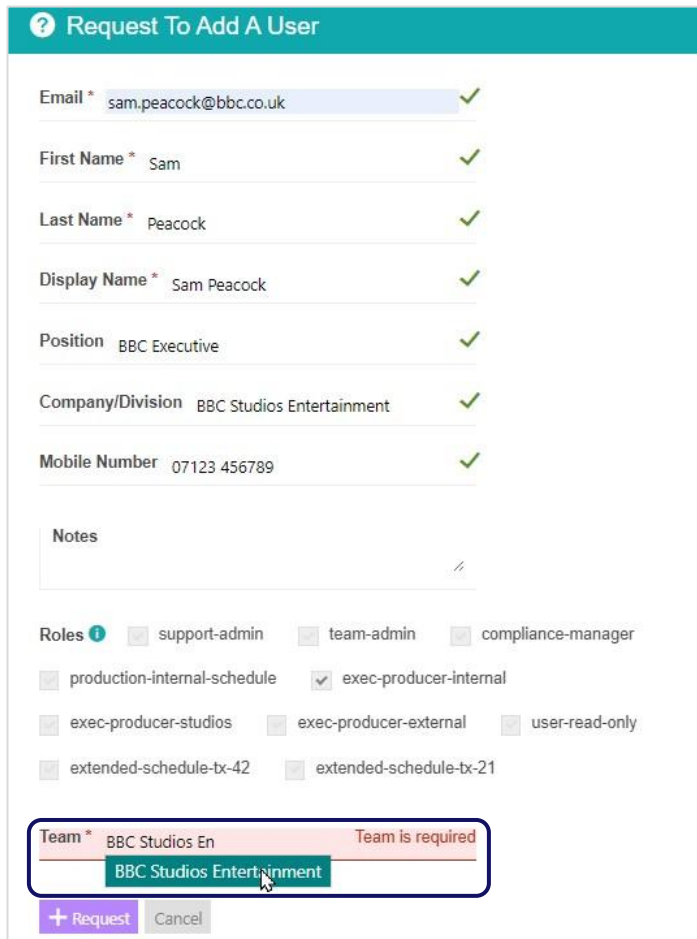
- The **Teams** name

Add a new user

To create a new user:

➡️ Click on **+ Request To Add A User**

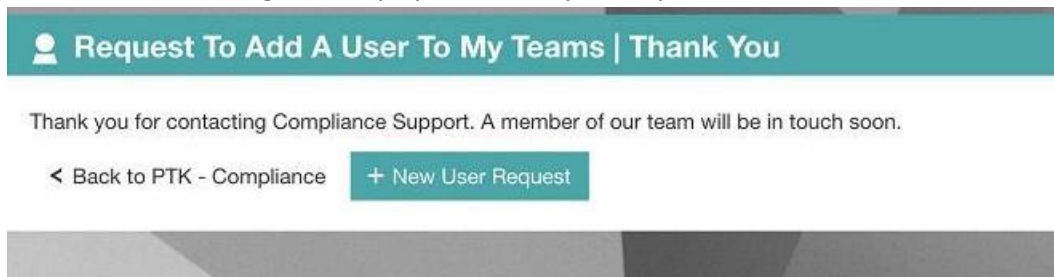➡️ In **Email**, type the person's email address

➡️ In **First Name**, type the person's first name

➡️ In **Last Name**, type the person's last name

➡️ In **Display Name**, type their name as it should be displayed in the system; this will normally be their first and last name

➡️ In **Position**, type the person's position

➡️ In **Company/Division**, type the company name for an independent production company, or the division for a BBC production team

➡️ In **Mobile Number**, type the person's mobile number; if required, international mobile numbers can be added by typing **+** followed by the country code

➡️ In **Role**, select the appropriate permission level for the user. If the person should perform user management for the team, select 'team-admin' as an additional role ➡️ In **Team**, search for and select the team

➡ Click on **+ Request**

> If you wish the new user to perform user management for the team, in Roles, select 'team-admin' as an additional role**.**

A confirmation message will display to confirm your request:

> New users will not have access to BBC Comply immediately. Once their access has been granted, you will see their details listed in your **Users in My Teams** list.
>
> You will need to contact the user to let them know their access has been granted; BBC Comply does not generate a system notification.

Edit or delete a user

✉ To edit or delete a user from BBC Comply, please complete the details of the user in the **BBC Compliance Support** form, and state what action you require.