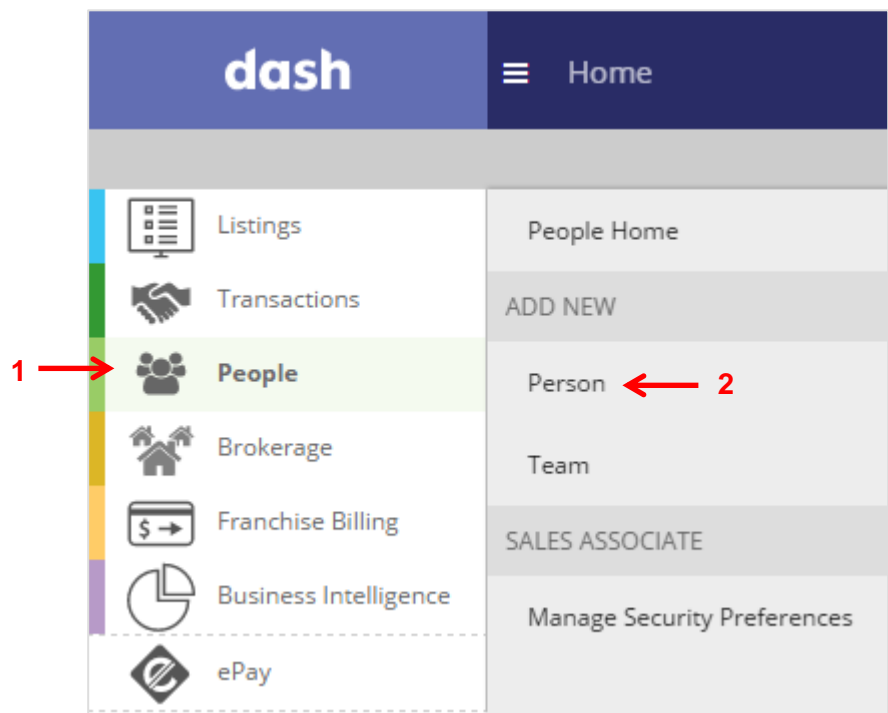# Add a Guest User

There may be times when you want to provide individuals with temporary access to your brand intranet (e.g. when attempting to recruit a seasoned sales associate). You can do this by adding them as Guest Users in dash.

Fields marked with an asterisk (*) are mandatory.

1. Click **People** on the left navigation menu.
2. Click **Person**.

The **Add a Person – Essentials** screen displays.

3. Enter the person's information into the appropriate fields.
4. Click **Positions** to go to the next tab.

The **Add a Person – Positions** screen displays.

5. Scroll down to the **Non-Sales Position** section.
6. In the **Position** field, search for the guest positions using the dropdown list. You can select either **Guest Non-Sales** or **Guest Sales** position.

7. Click **Modify Offices**.

The Select Offices form displays.

8. Decide if you would like to grant this Guest User access to the entire company, or select offices.

   If you choose **Entire Company**, you will be given the option to select an Effective Date when access will be granted.

   If you choose **Select Offices**, you will be able to pick specific offices to which you want to grant the guest user access. Check the **Use the same Effective Date for all Offices** box if appropriate, or assign a different effective date for each office you assign.

Select Offices for Position : Guest Non-Sales

●Entire Company   Effective Date*

●Select Offices

                    SELECT ALL   ☐ Use the same Effective   Remove all
                                     Date for all

Pick Office   Offices   Effective date

                               0001 - 419 S Coit Street,   ✕
                               Florence

9. Click **Apply** at the bottom of the screen.

Note: The Guest User's termination date is prepopulated with a specific date, which is a set number of days after the Effective Date.

Cancel   Apply

10. Click the **Security** tab at the top of the screen. This is where you will assign the person access to your brand intranet site.

NOTE: User ID and Passwords will be emailed to the **Business Email** entered into dash on the Essentials tab.

11. Select your brand intranet site from the dropdown menu.
12. Click **Manage Role** for each role you would like to assign guest access for the individual.
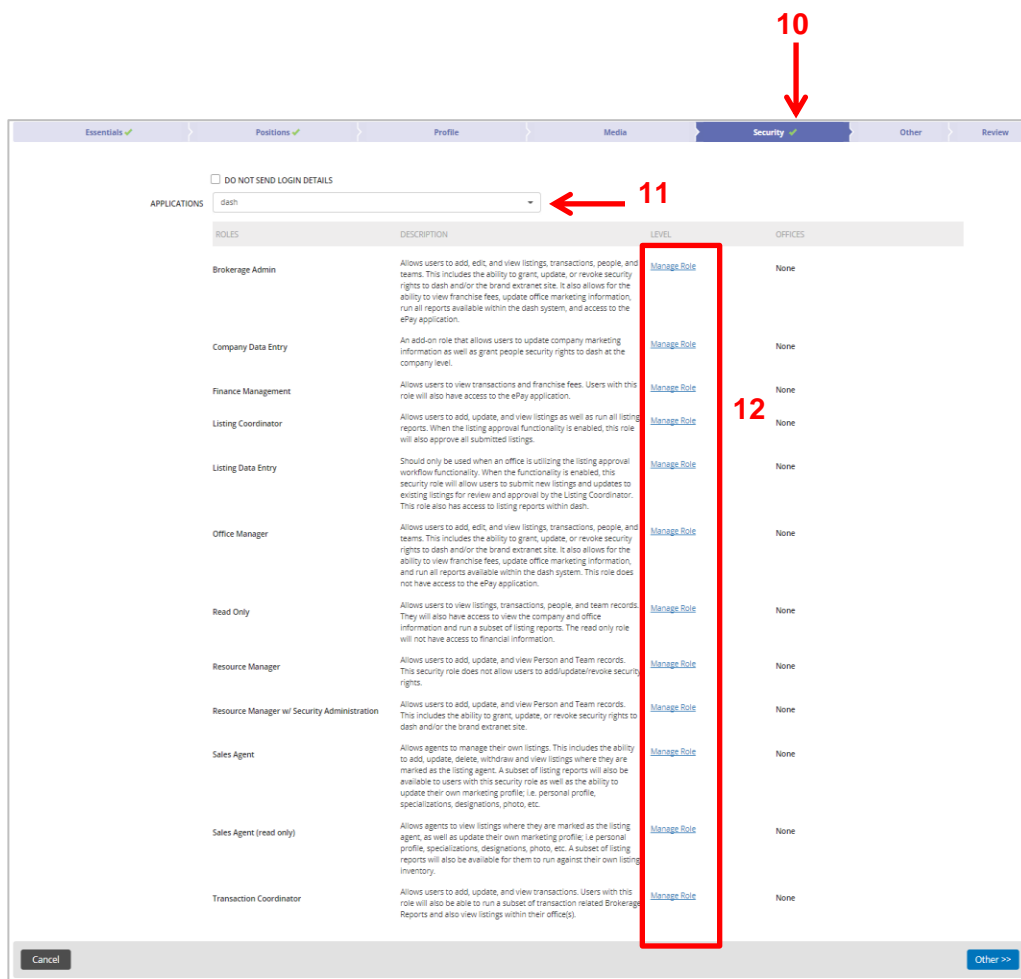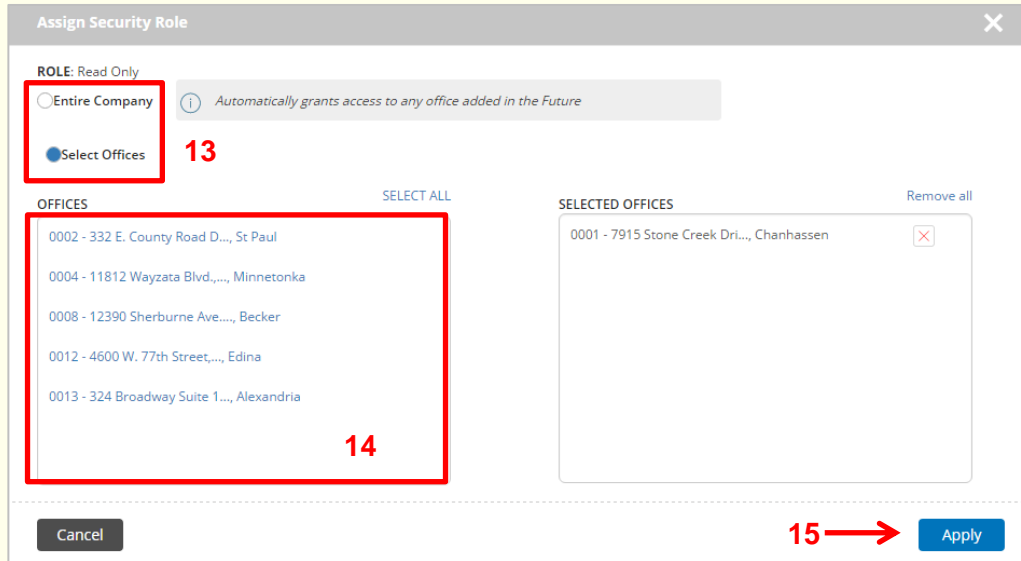

The **Assign Security Role** window displays.

13. Determine if you would like to assign the individual the security role for the entire company, or select offices.
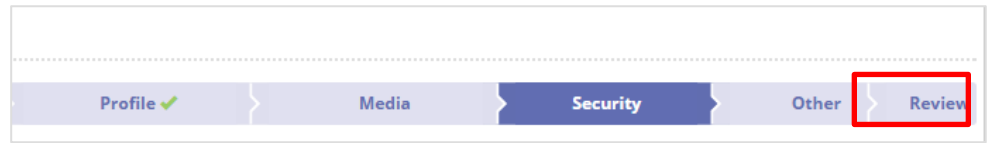14. To assign to select office(s), click to pick the office(s).
15. Click **Apply**.

You will be brought back to the **Security** tab.

16. Click the **Review** tab at the top of the screen.	
17. Review the information entered. If you need to make edits to the information you have entered, click the pencil icon in the appropriate section. 18. Click **FINISH** to complete. A confirmation displays, letting you know that you have created the Guest User successfully.	