

# Users in IS1

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Users correspond to the individuals in your organization who use the InsightStore.

There are two user roles in the InsightStore:

- *Administrators* can add users to their accounts. They also can launch a question on their website(s).
- *Researchers* can explore results but cannot change users, accounts/organizations.

Roles can be changed at any time by an administrator.

To add users, click *Settings*, choose the *Account* tab, and then select the *Users* tab. You may need to scroll past the list of users on your account to see the *Add a User* section.

### Add a User

When you invite a new user, an email will be sent to the email address you provide with registration instructions. Upon registering, users will be automatically added to this account.

**User Email**

**User Type**

**Administrator** users can manage account settings, write new questions, and invite others to join the account.

**Researcher** users can explore results, but they cannot make changes. Researchers may be granted write access to certain items shared individually.

**User has contract signing privileges**

Add User

Please enter the user's email address, then select their *User Type*. You'll also need to indicate whether this user has *contract signing privileges* (most won't). The account owner's user should be created first, and that user will always be an *Administrator* and must have *contract signing privileges*.

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