

VNDLY Training

Add New Supplier Users

Role: Supplier

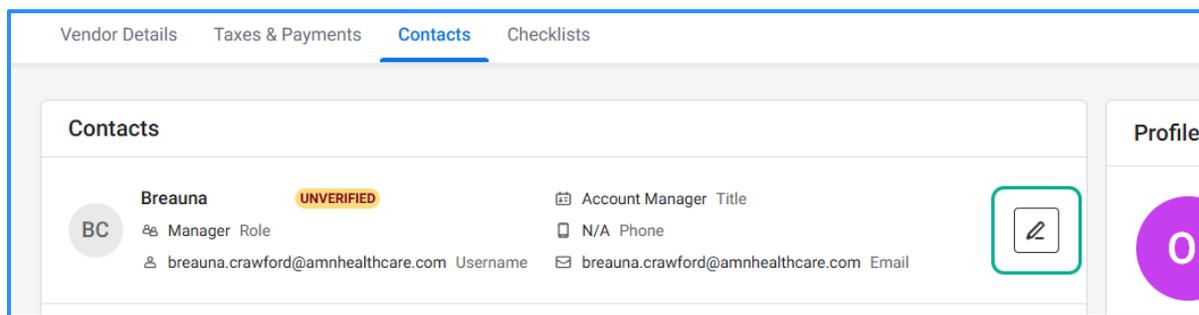
This quick reference guide will provide the steps necessary to add new users to Workday VNDLY.

Add New User

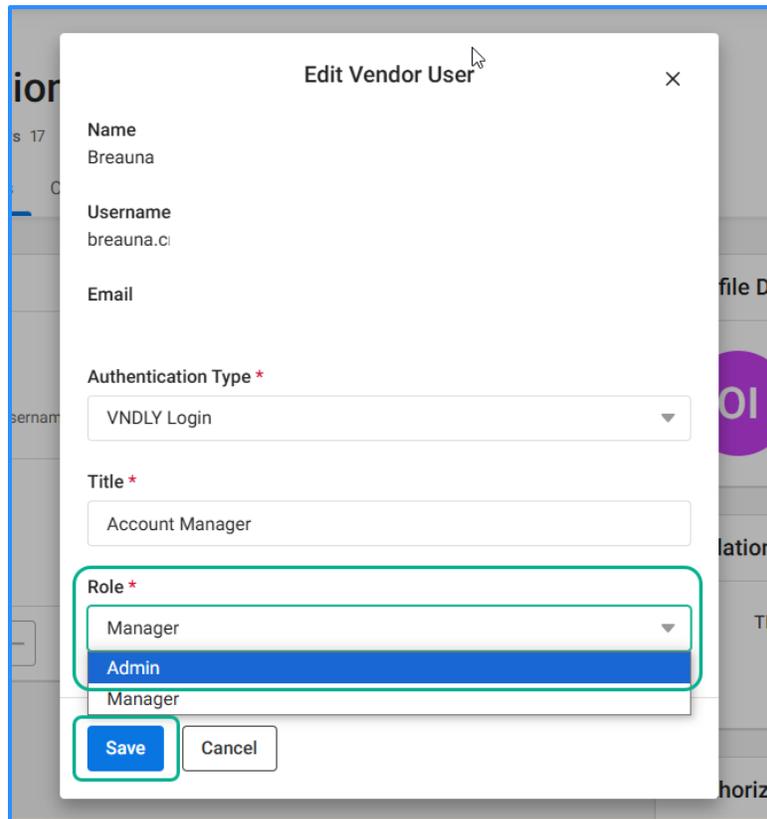
1. Select **+Add User(s)**.
2. Navigate to **More** within the drop down of the top panel, select Users.
3. Complete the fields for the new user:
 - i. First Name
 - ii. Last Name
 - iii. Email
 - iv. Username
 - v. Title
4. Select **+Add More** to add additional users.
5. Select **Add User(s)**.
6. Workday VNDLY sends an email to the new user to create a new password.
7. Monitor status within Manager Users
8. You can cancel or resent invite by clicking on the trash or arrow icon under Actions

Change User Role

1. From the global navigation bar, select **More**.
2. Select **Users**.
3. Locate the user name and select the Edit icon.



4. On the **Edit Vendor User** window, go to **Role** and select **Admin** from the dropdown menu.



The screenshot shows a modal window titled "Edit Vendor User" with a close button (X) in the top right corner. The form contains the following fields:

- Name:** Breana
- Username:** breana.ci
- Email:** (empty)
- Authentication Type *:** VNDLY Login (dropdown menu)
- Title *:** Account Manager
- Role *:** A dropdown menu with "Manager" selected, and "Admin" highlighted in blue. The "Role" field is circled in green.

At the bottom of the form, there are two buttons: "Save" (highlighted in blue) and "Cancel".

5. Select **Save**.