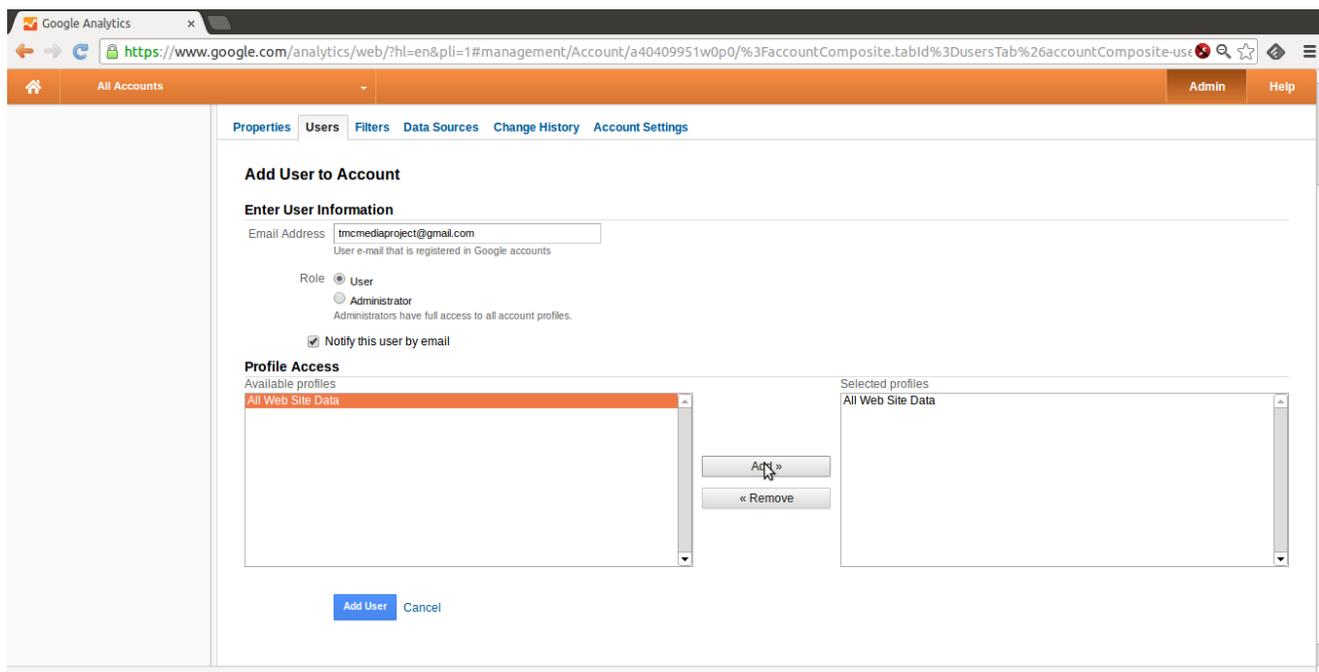


How to add a user to your Google Analytics account

1. Log into the account as an administrator.
2. Click the “Admin” tab in the upper right corner of any page (right next to “Help”).
3. Select your account (there may be only one; if not, choose the one that is the TMC member site) by clicking on its name.
4. Click the “Users” tab.
5. Click “+ New User”.
6. Fill in the following information for the new user, as seen in the image below:
 - Email address: **tmcmediaproject@gmail.com**
 - Role: **User** (not Administrator)
 - Notify this user by email: **yes** (check box)
 - Select profiles and click “**Add**” to give access (again, choose the TMC member site if there are more than one).
 - Finally, click “**Add User**”.



The screenshot shows the Google Analytics 'Add User to Account' interface. The browser address bar displays the URL: <https://www.google.com/analytics/web/?hl=en&pli=1#management/Account/a40409951w0p0/%3FaccountComposite.tabId%3DusersTab%26accountComposite-use>. The page title is 'All Accounts'. The navigation bar includes 'Admin' and 'Help' buttons. The main content area is titled 'Add User to Account' and contains the following sections:

- Enter User Information**:
 - Email Address: (User e-mail that is registered in Google accounts)
 - Role: User (Administrators have full access to all account profiles.)
 - Notify this user by email
- Profile Access**:
 - Available profiles:
 - Selected profiles:
 - Buttons: 'Add' and '< Remove'
- Bottom buttons: 'Add User' and 'Cancel'

Please contact arwhite@fas.harvard.edu with any problems.