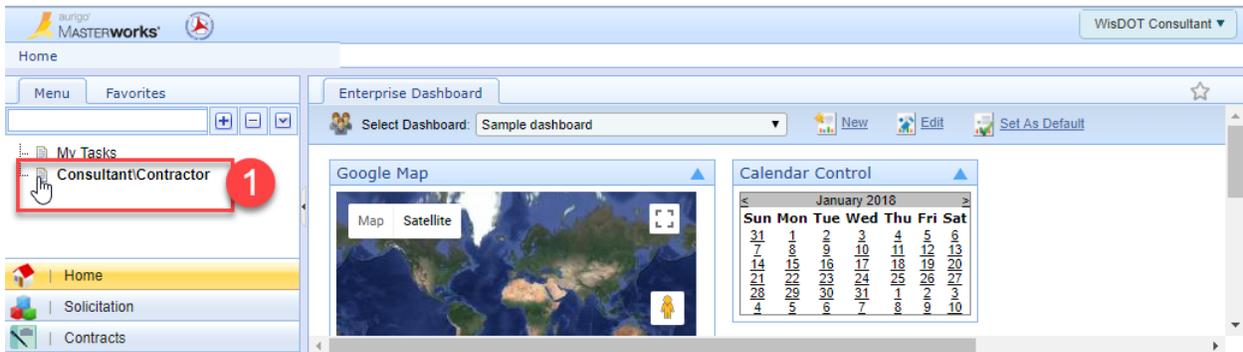


Consultant – Assign User Roles

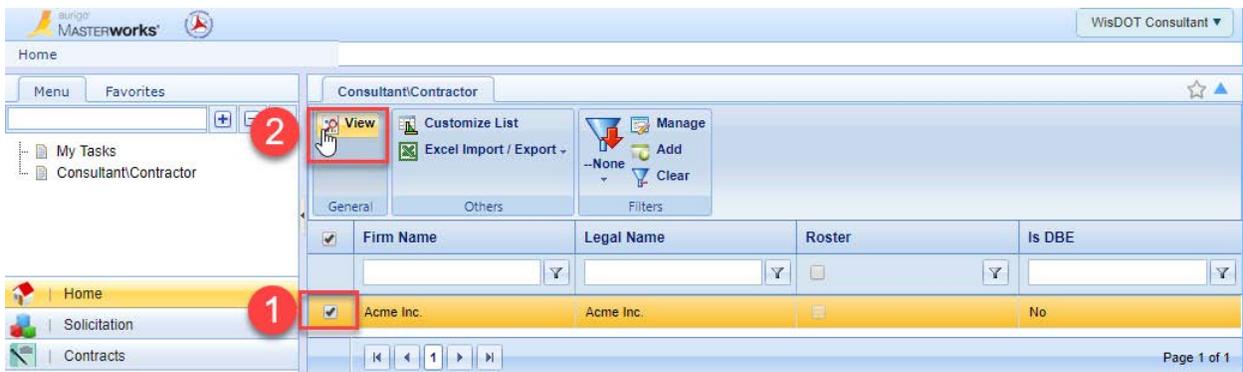
Note - to add roles to other users you need to have the role of “Consultant Administrator” assigned to you. If you do not know who your firm’s Consultant Administrator is please contact WisDOT at WisDOTMasterworks@dot.wi.gov

The Consultant Administrator may also create new users. Please see section 2 of the [Masterworks quick start guide – consultant administrator](#) to create new users.

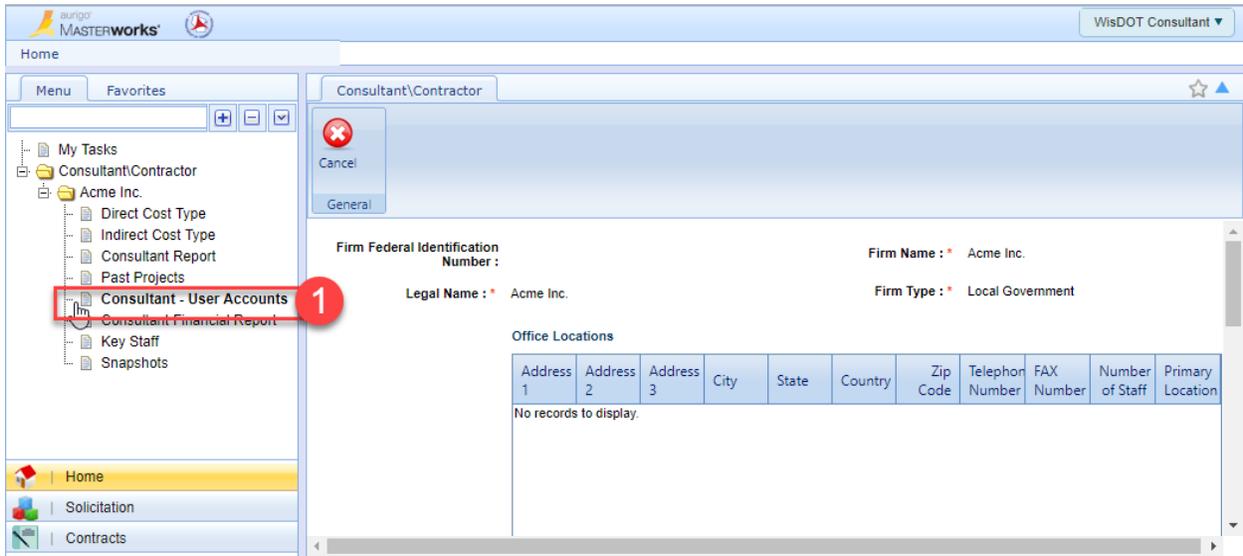
To assign new user roles in Masterworks, first [log in](#). From the “Home” screen click the “Consultant/Contractor” link in the left navigation (1).



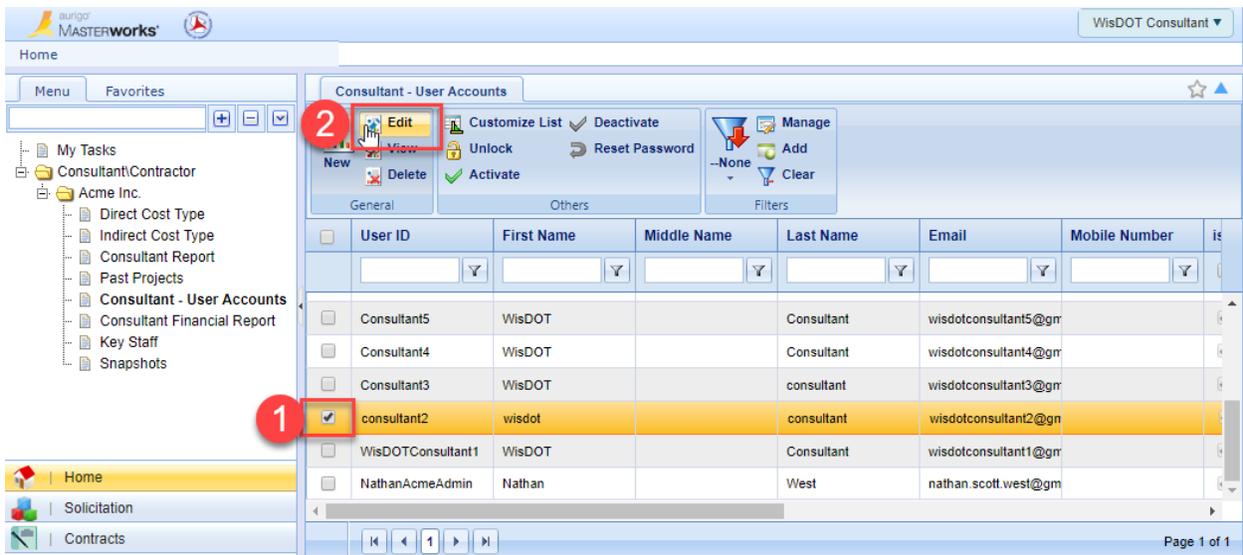
Select your firm using the checkbox (1). Click “View” (2).



When you see the general information about your firm in the center screen click on the “Consultant – User Accounts” link in the left navigation (1). You may have to expand the folder with your firm’s name to see this link.



Select the user you would like to assign new roles to using the checkbox (1). Click “Edit” (2).



You will now be able to select new roles to add to this user by selecting the role you would like to add in the left-hand box of the “Assign Roles” portion of the screen (1) and clicking “Add” (2). To save your changes click “Save.”

