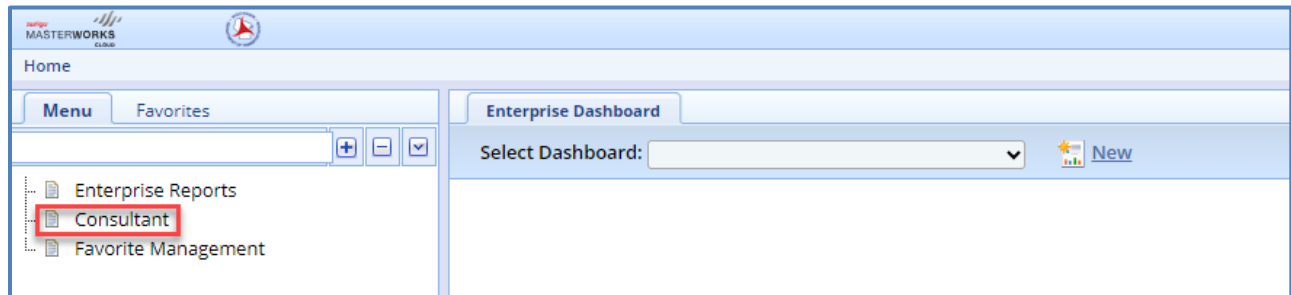


Consultant – Assign User Roles

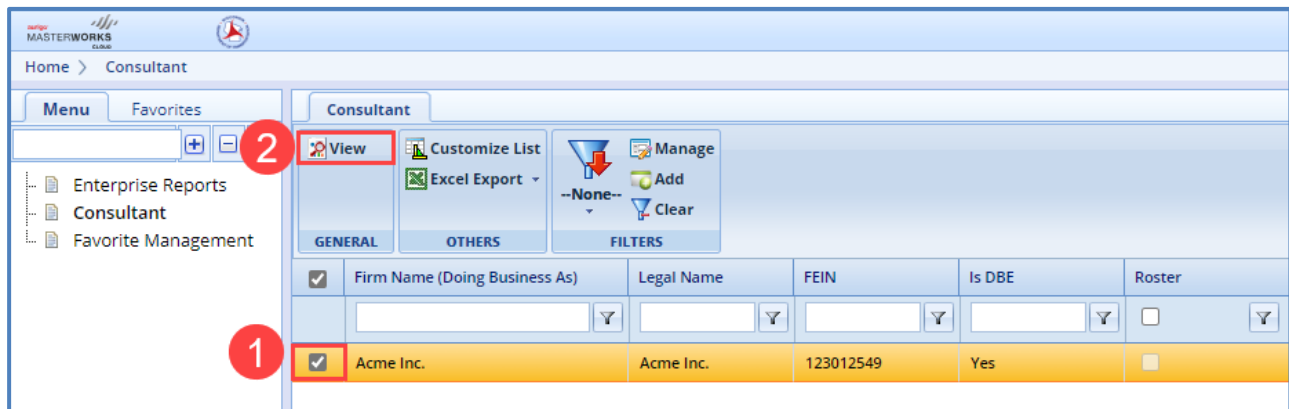
Note - to add roles to other users you need to have the role of “Consultant Administrator” assigned to you. If you do not know who your firm’s Consultant Administrator is please contact WisDOT at WisDOTMasterworks@dot.wi.gov

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

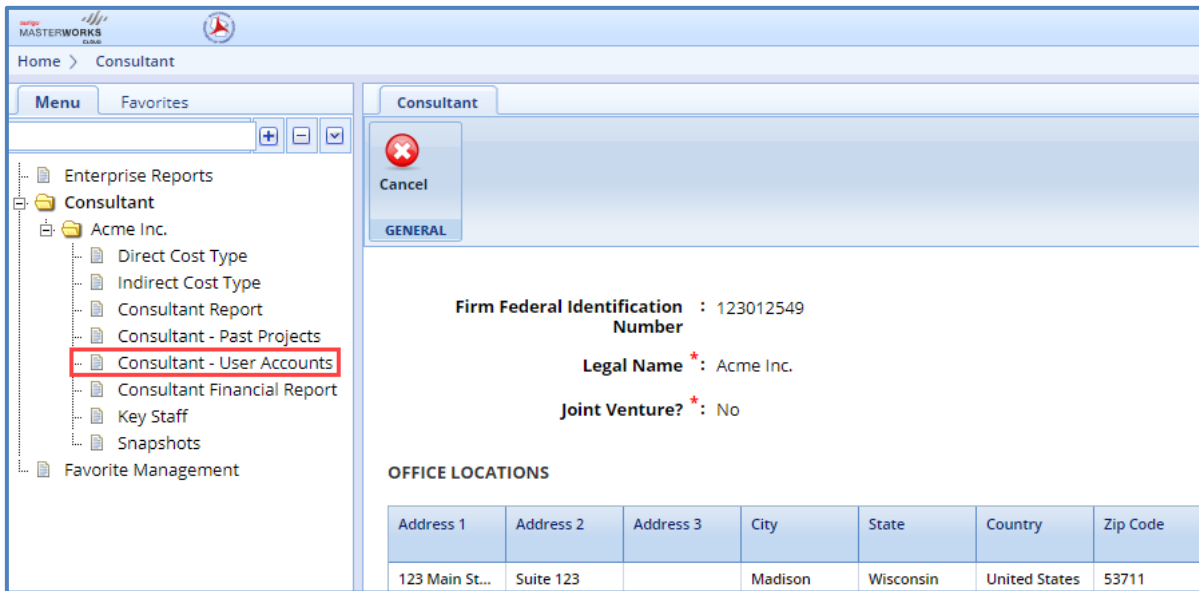
To assign new user roles in Masterworks, first [log in](#). From the “Home” screen click the “Consultant” link in the left navigation.



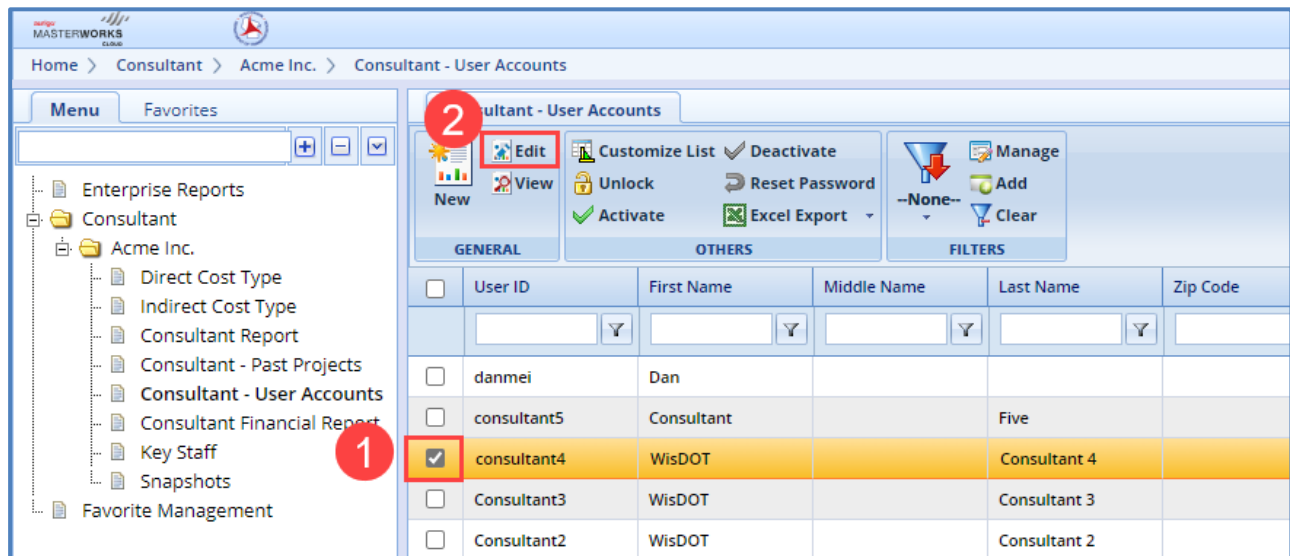
Select your firm using the checkbox (1). Click “View” (2).



When you see the general information about your firm in the center screen click on the “Consultant – User Accounts” link in the left navigation. 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.”

The screenshot displays the 'Consultant - User Accounts' interface. The left sidebar shows a tree view with 'Consultant - User Accounts' selected. The main area contains a 'GENERAL' tab with various user details. At the bottom, the 'ASSIGN ROLES' section shows a list of roles on the left and a list of assigned roles on the right. Red circles and boxes highlight the 'Save' button, the 'Add' button, and the 'Consultant Negotiation User' role.

GENERAL

User ID * : consultant4
Address Line 1 :
First Name * : WisDOT
Address Line 2 :
Middle Name :
Address Line 3 :
Last Name : Consultant 4
City :
Zip Code :
State :
Email * : wisdotconsultant4@gmail.com
Country :
Mobile Number :
Send Email Notification :
Telephone :
Send SMS Notification :
Certificate Number :
Fax :
Consultant Firm Name : Acme Inc.
Account Expiry Date : 12/31/2024

ASSIGN ROLES:

1 Consultant Admin
Consultant Negotiation User
Consultant General User
Consultant Negotiation Admin

2 Add>>
<<Remove

Consultant Financial Admin