


# Introduction

This page reviews how external contractors grant or rescind Admin access to other program or project staff within their organization to the Large Scale Renewables Salesforce Portal.

## Instructions


 The instructions on this page can only be completed by existing contractors who have been assigned the **Manage Users Tab** permission. This permission set must be set either by a NYSERDA employee or an existing contractor in your organization that has previously been granted this access. If you have access to this permission set you will have access to the **Manage Users** tab after logging into the Large Scale Renewables Salesforce Portal.

1

Log into the Large Scale Renewables [Salesforce Portal](#).

2

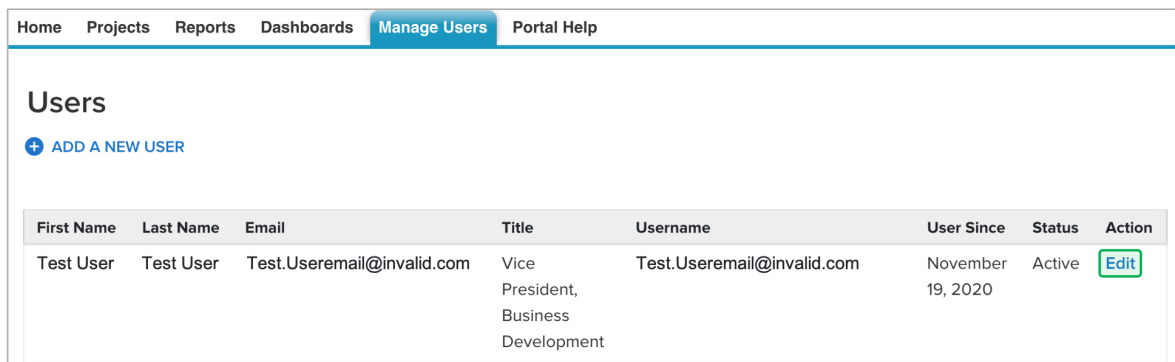
Click on the **Manage Users** tab.

 This tab will only appear for Portal users who have previously been granted Admin access.



3

Then, locate the Portal user in the list of active users and click the **Edit** link on the far right of the window. A modal window will open.



4

On the modal window either check or uncheck the **Admin** box to grant or rescind admin access for the selected Portal user.