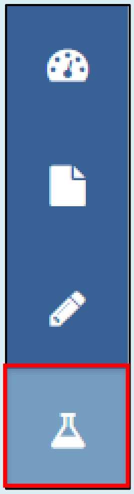
How to Convert Contacts to Users
TI v10.4

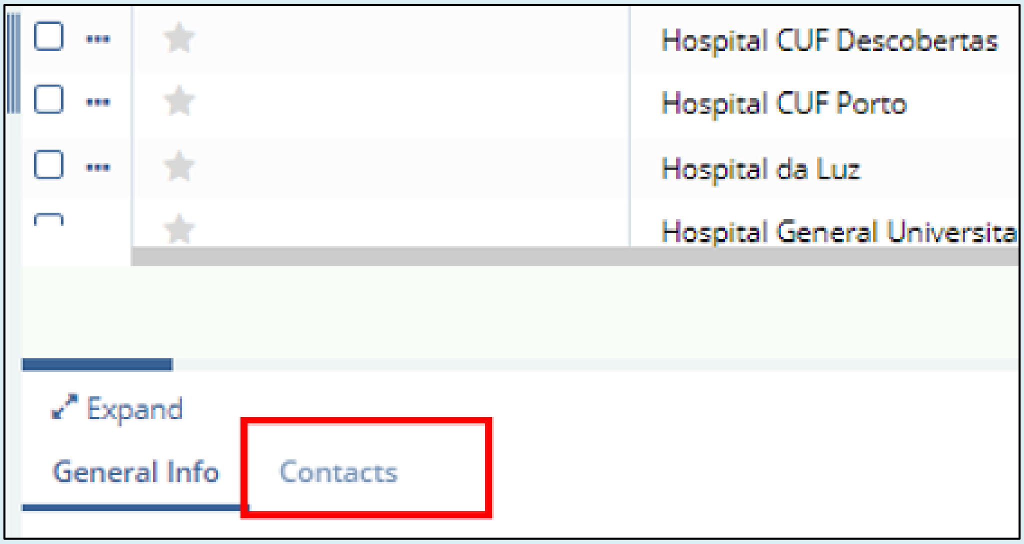
APPLICABLE TO:

- ● Administrators
- ● Room Managers
- ○ Editors
- ○ Readers
- ● eISF

1. In your study room, navigate to the Sites module and select a site



2. In the Site pane located at the bottom of the browser window, switch to the **Contacts** dashlet



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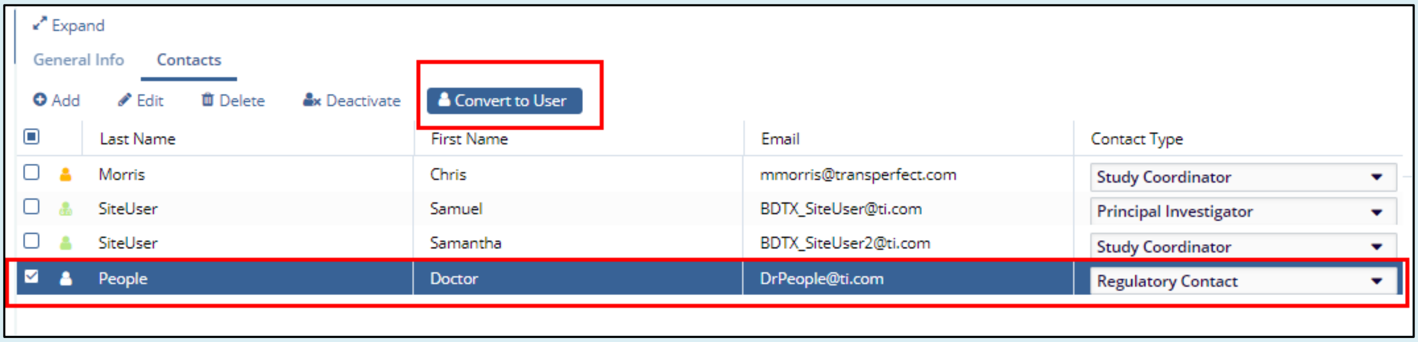
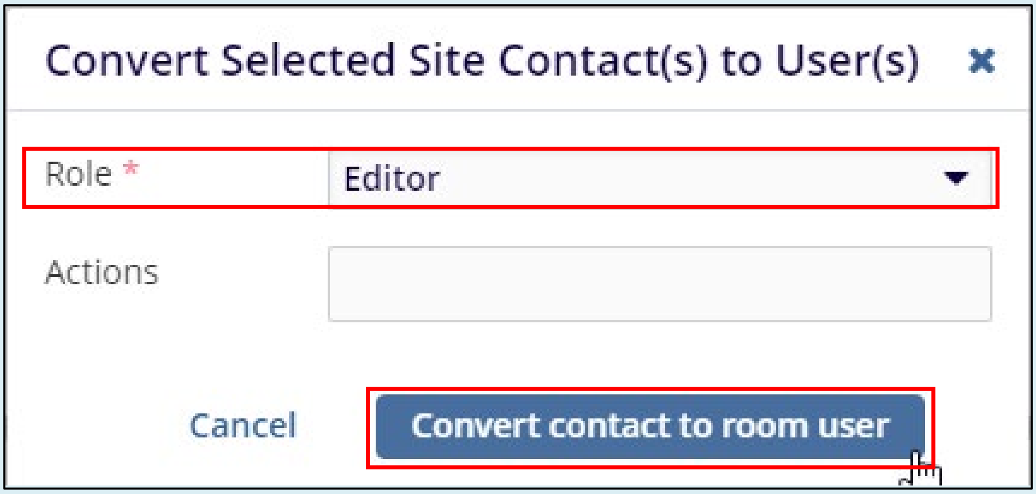
3. Select the contact(s) you want to make into users, then click **Convert to User**

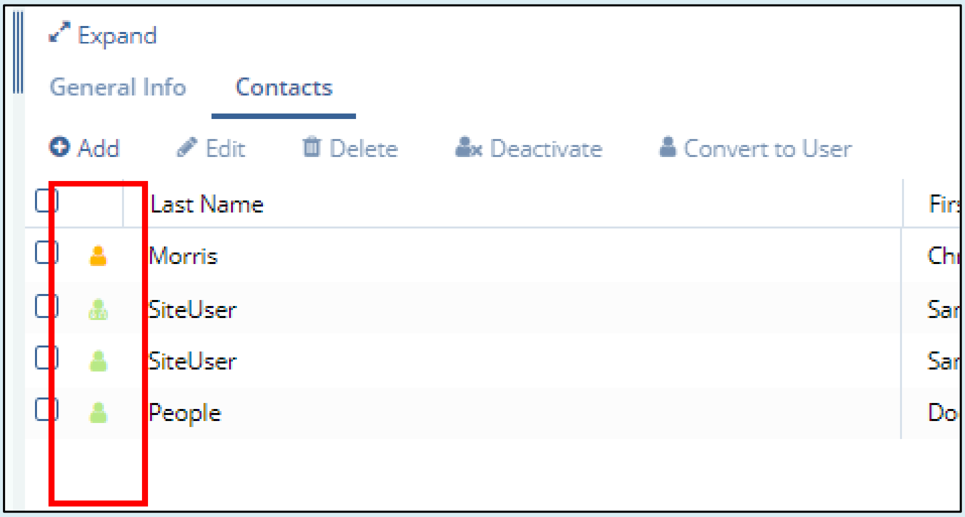


4. A dialog screen pops up. Assign the intended **role** to the user(s). Leave **Actions** blank if you intend to make the contact a site user.



Use **Reader** for read-only access, **Editor** for documents upload and collaboration.

5. Clicking on **Convert contact to room user** concludes the process. The contact is now listed as a user.



This process **does not** make the new user a site-specific user, nor does it restrict their access to a specific site. For assigning specific Site roles to users, see the related Job Aid.