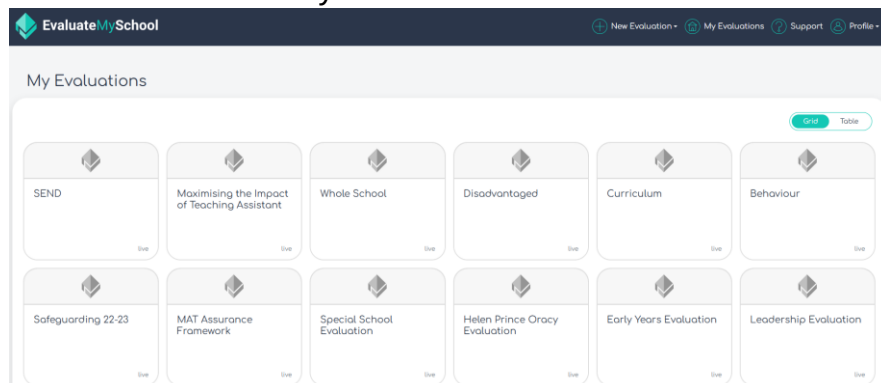


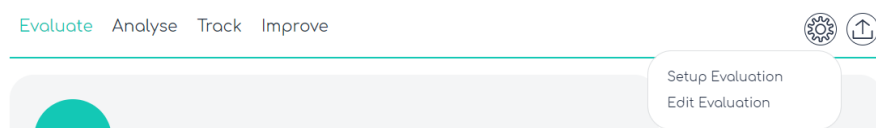


Adding Users to an Evaluation

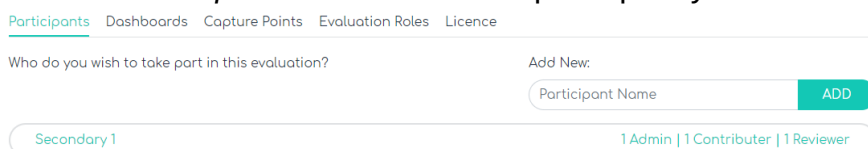
1. Select the Evaluation you wish to add a user to.



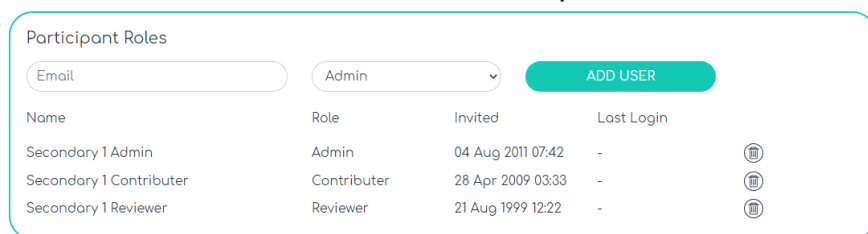
2. Click on the cog at the top right and select *Setup Evaluation*



3. Click on *Participants* and then on the participant you want to add the user to



4. Enter the user's email address, set the permission level and click on Add User



5. The user will be sent an email inviting them to register and complete the evaluation

Participant Admins can edit scores, add comments, evidence and actions, and add new users

Participant Contributors can edit scores, and add comments, evidence and actions

Participant Reviewers can view scores, but can not change them. They can add comments.