

## Adding DGS or DC Government Users to Projects

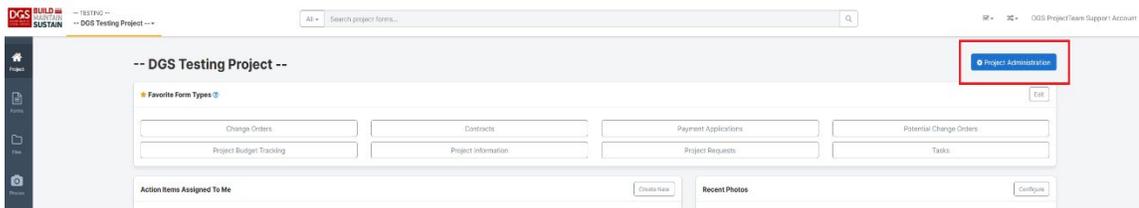
DGS and DC Government users (anyone with a DC.Gov email address\*) are managed separately from vendor users and are not added to projects via the Directory. Follow these instructions to add your DGS or DC Government users to projects and assign them to the appropriate share group.

**\*NOTE: DCPS and FEMS users are managed as vendor users due to their unique company setups in ProjectTeam. Please use the [Adding Vendor Users to Projects](#) QRG when adding DCPS or FEMS users to your projects.**

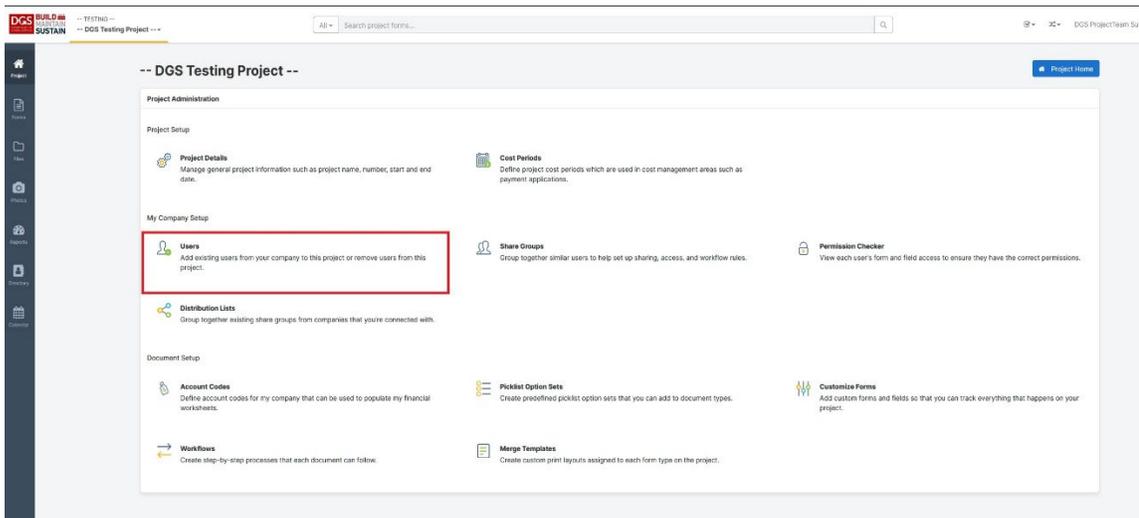
### Add User(s) to Project

1. Open the project you wish to add the user(s) to in ProjectTeam.
2. Click the **Project Administration** button.

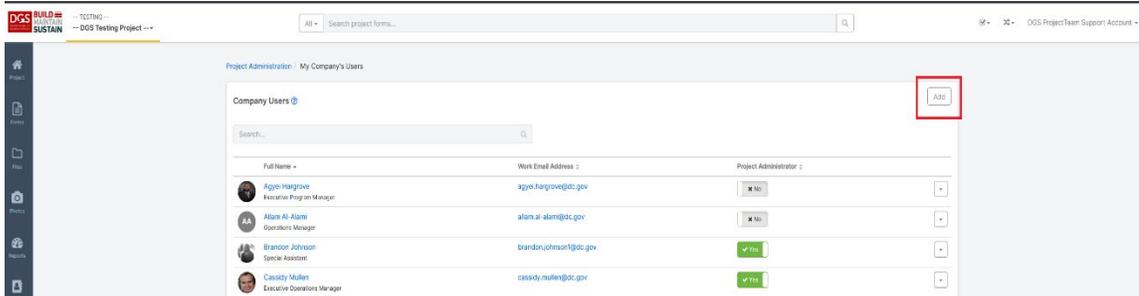
**NOTE: See your EPM if you are the DGS PM, or the DGS PM if you are the APM or SPM, and you do not see the Project Administration button.**



3. Select the **Users** module by clicking on the name



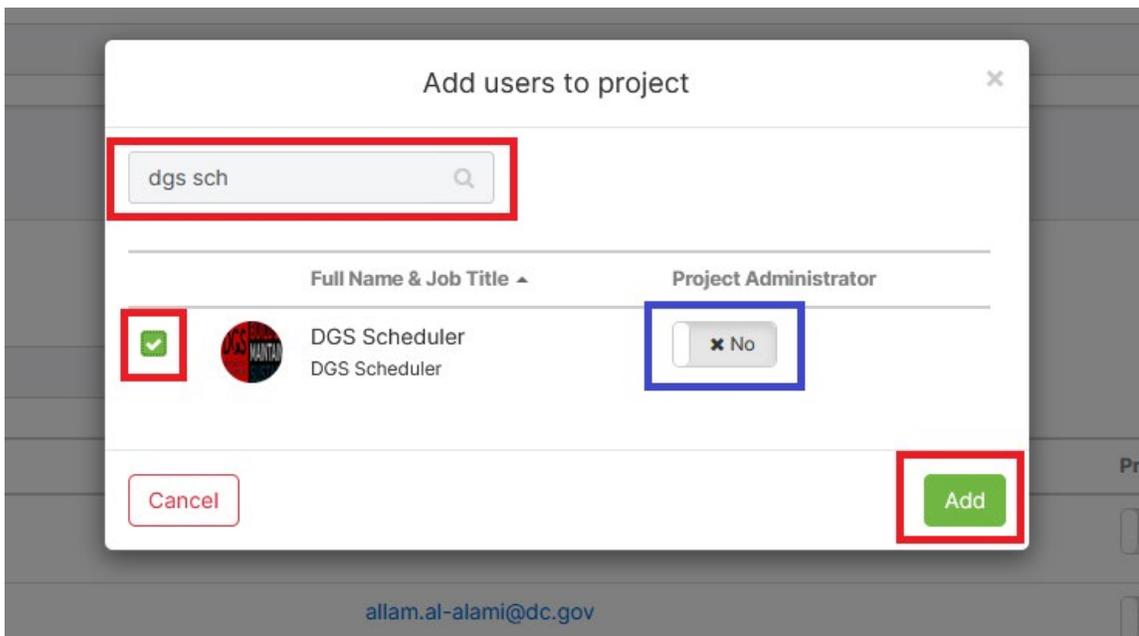
- 4. Click the **Add** button to add DGS or DC Government users



- 5. Use the search bar to find the user, check the box next to their name, click **Add** when complete

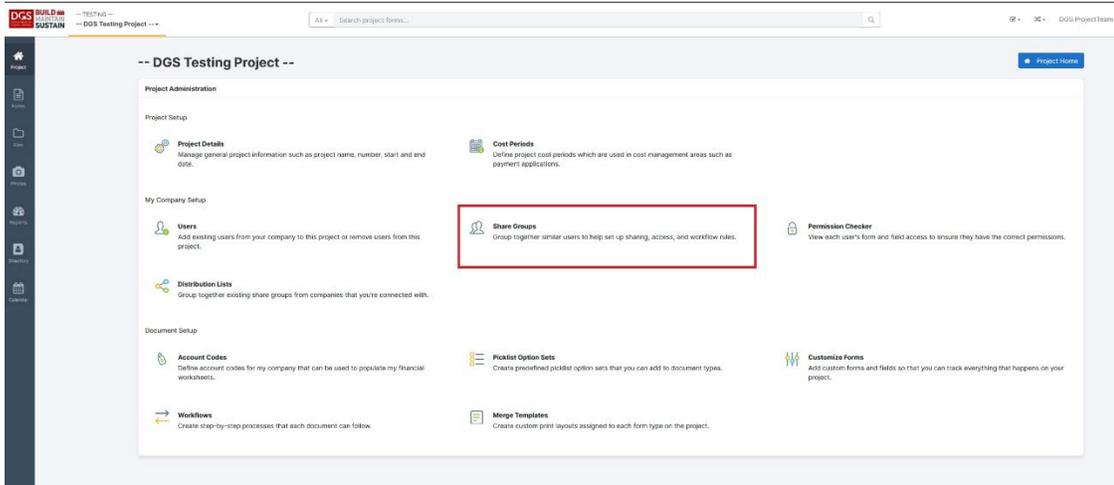
The system will allow you to select multiple users before clicking the Add button. Use the search box to start searching for a second (third, fourth, etc.) user to add after checking the box for the previous user. Click add once you have checked the box for each user that you are adding.

**NOTE: Project Administration access is only assigned to the CCS Executive Team, Executive Program Manager (EPM), Senior Project Manager (SPM), Project Manager (DGS PM), and Asst. Project Manager (APM). APM assignment is at DGS PM discretion. Turn on Project Administrator role for users being added in the above roles by clicking on the switch in the blue box and change it to "Yes".**



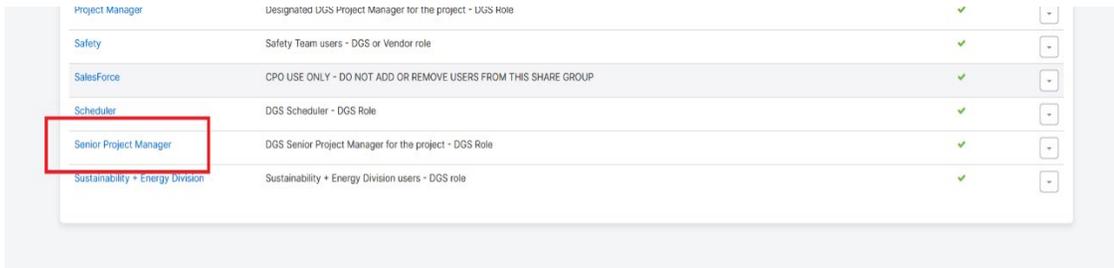
## Add User(s) to Share Group

- Return to the Project Administration section and select the **Share Group** module by clicking on the name

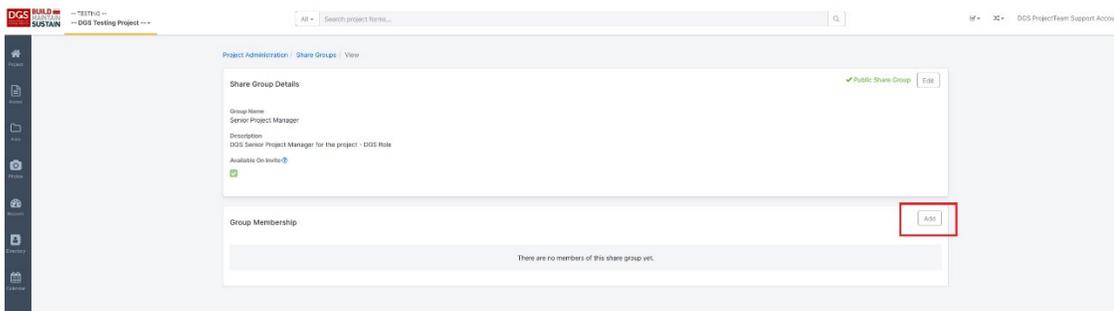


- Open the share group by clicking on the share group name\*

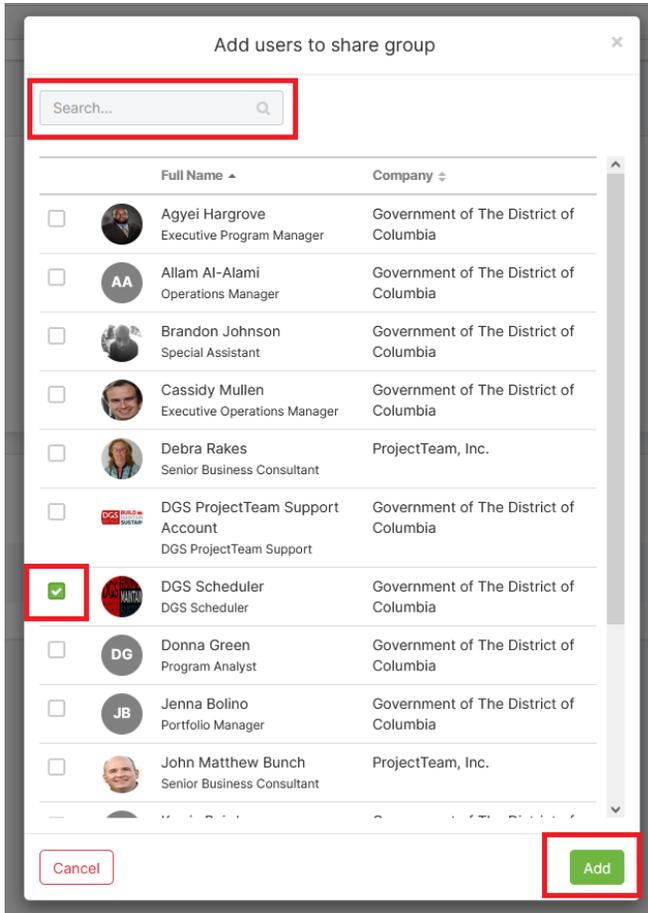
\*Senior Project Manager share group used as an example. Click the name of the appropriate share group for your user(s).



- Click the **Add** button



- Use the checkbox next to the user's name(s) to select the user(s) that should be added to that share group, use the search box, if necessary, click the **Add** button when complete.



- User setup is complete for the added user(s)

