

**Getting to Know Alma: Users**

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| 1. Log into Alma with the AlmaAdmin user |  |
| 1. Go to ***Admin > User Management > Manage Users*** |  |
| 1. Click on the “Staff” tab |  |
| 1. Select an Internal User 2. Click on the ellipses icon at the right 3. Select Edit |  |
| 1. Examine the User Details. |  |
| 1. Scroll down and examine the User Roles |  |