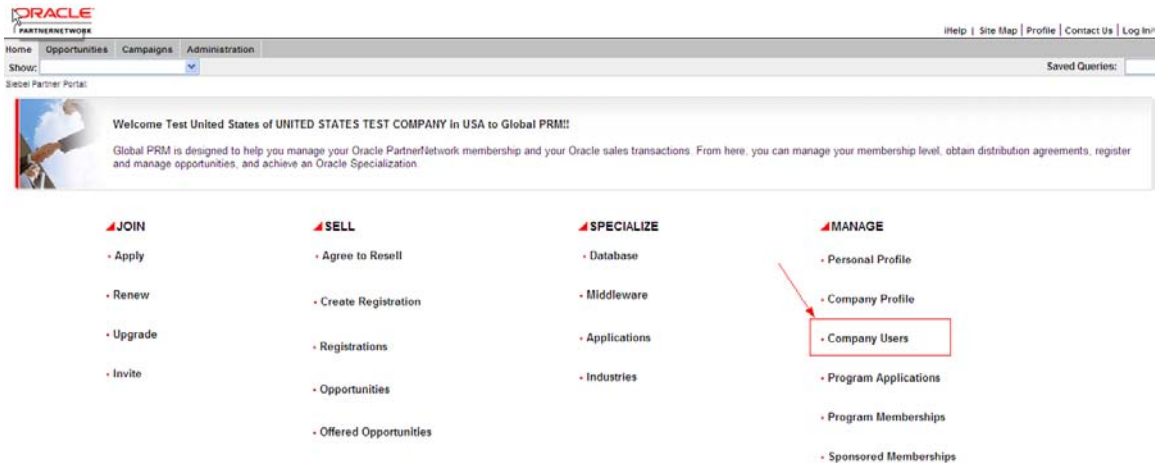


## How to Add Users Who Have Not Self Registered

As the Partner PRM Admin, you have the ability to add Company Users that have not badged themselves to the company. Users must have already created a Personal Oracle Web Account

Follow the instructions below to add company users and assign positions & Responsibilities:

### Step 1: Access Company Users link from PRM



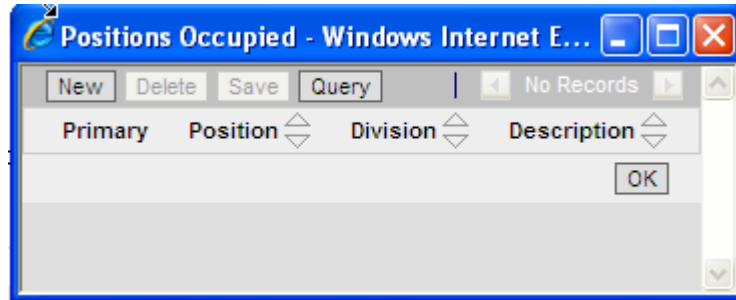
### Step 2: Click the New button



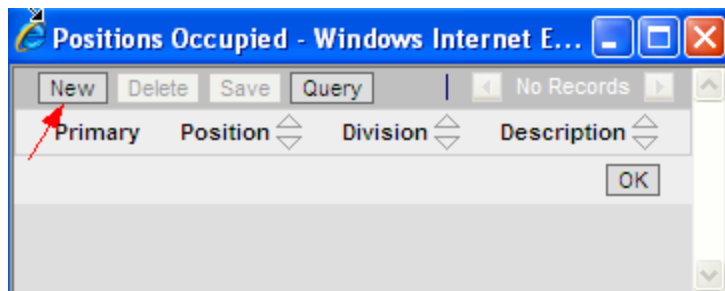
### Step 3: Add user id and pick user's time zone



**Step 4:** Assign Position by clicking the Position check mark box to the far right, which bring up the Positions box



Click the new button bringing up a new box that will allow you to choose the type of position (Partner Business User and Partner PRM Administrator)



Click the Check mark next to the position you would like to assign; and then click OK.



Click OK again, which will take you to a screen confirming the new position you just assigned to the user. Here you can assign the user's responsibility.



**Step 5:** Assign Responsibility by clicking the Responsibility check box (far right) which bring up the Responsibility box.

User

Menu [v] Save Cancel

Please enter the same Username as when user logs in to Oracle.com. This Username will also be used for access to Global PRM. Make sure you have correctly spelled the Username.

Username\* TEST1SUS@GMAIL.CO

Time Zone\* (GMT-07:00) Mountain Time (US & Cana)

Position\* Partner Business User

Responsibility\* [d] ←

Responsibilities - Windows Internet Expl...

New Delete Save Query | No Records

Primary Responsibility Organization

OK

Click the new button, which will bring up a box that will allow you to choose the type of responsibility you would like to assign to the user.

Responsibilities - Windows Internet Expl...

New Delete Save Query | No Records

Primary Responsibility Organization

OK

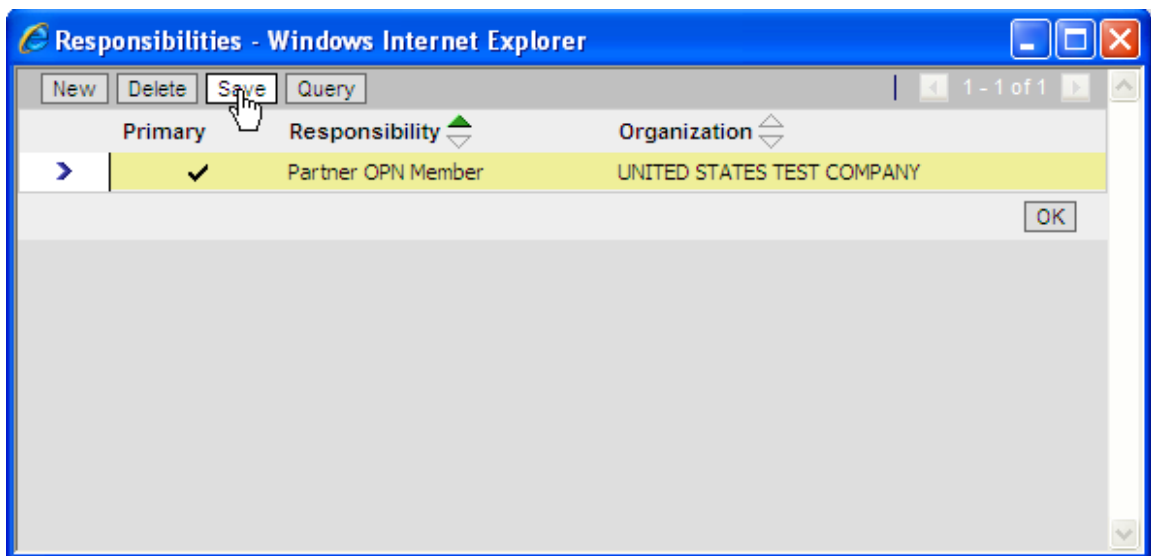
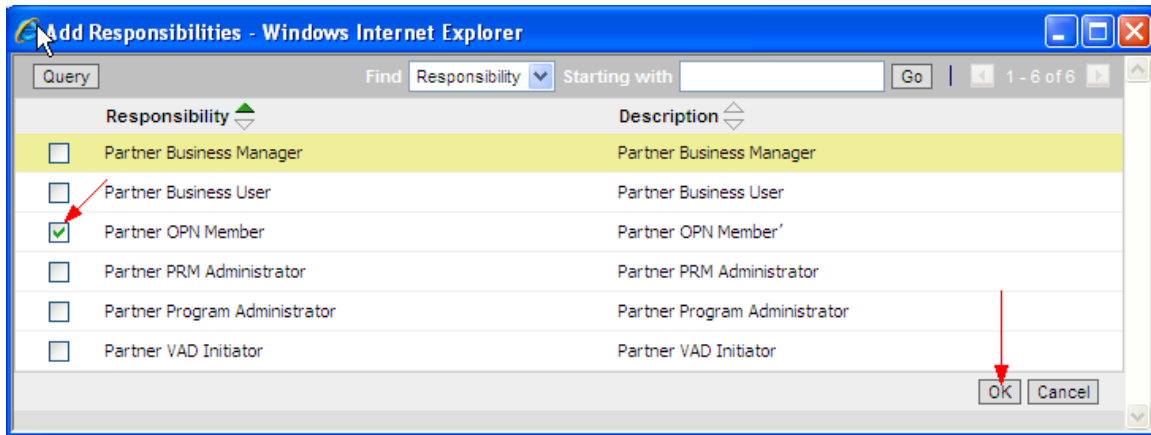
Add Responsibilities - Windows Internet Explorer

Query Find Responsibility Starting with Go | 1 - 6 of 6

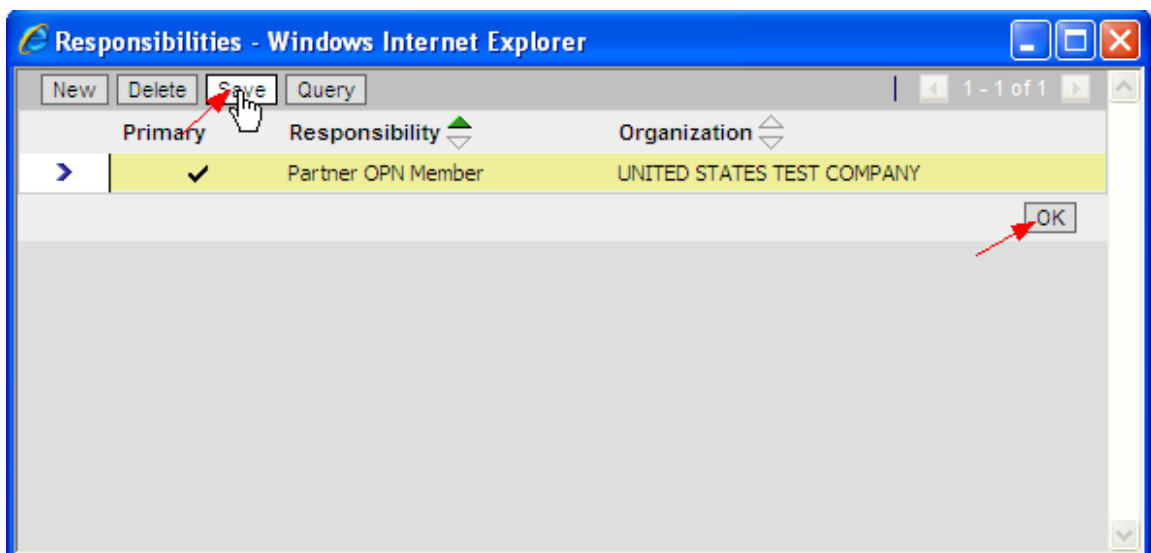
Responsibility	Description
<input type="checkbox"/> Partner Business Manager	Partner Business Manager
<input type="checkbox"/> Partner Business User	Partner Business User
<input type="checkbox"/> Partner OPN Member	Partner OPN Member'
<input type="checkbox"/> Partner PRM Administrator	Partner PRM Administrator
<input type="checkbox"/> Partner Program Administrator	Partner Program Administrator
<input type="checkbox"/> Partner VAD Initiator	Partner VAD Initiator

OK Cancel

Click the check box of the responsibility you wish to assign to the user and then click OK. This will bring up a new window listing the responsibility you just selected. In this example, we will choose OPN Member.



Click Save and then OK, which will take you back to the screen confirming the new responsibility you just assigned to the user.



User

Menu

---

Please enter the same Username as when user logs in to Oracle.com. This Username will also be used for access to Global PRM. Make sure you have correctly spelled the Username.

Username:  Position:

Time Zone:  Responsibility:

Click Save, which will take you back to the users screen. You will find the new user you just added is showing up in the list with the position and responsibility you just assigned to the user.

**ORACLE**  
PARTNERNETWORK

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Home Opportunities Campaigns Administration

Show: Users Saved Queries:

Organization:

1 - 1 of 1

Name	Site	Currency	Street Address	City	State	Country	Main Phone #	Main Fax #
UNITED STATES TEST COMPANY	52219252	USD	8221 44th Ave W 5th Fl	Mukilteo	WA	USA	(123) 456-7890	

Menu

1 - 6 of 6

Last Name	First Name	Email	Username	Position	Responsibility	Work Phone #	Created
Test14US	Test14US	test14us@gmail.com	TEST14US@GMAIL.COM	Partner Business User	Partner OPI Member	(303) 555-1212	16-Feb-2010
Test13	Test13	test13@gmail.com	TEST13@GMAIL.COM	Partner Business User	Partner Business User	(303) 555-1212	11-Feb-2010
Test14US	Test14US	test14us@gmail.com	TEST14US@GMAIL.COM	Partner Business User	New Self-registered Partner User	(303) 555-1212	11-Feb-2010
United States	Test	test.us@gmail.com	TEST_US@GMAIL.COM	Partner PRM Administrator	Partner PRM Administrator	(123) 456-7890	30-Oct-2009
Three	url	url.three@gmail.com	URL_THREE@GMAIL.COM	Partner Business User	New Self-registered Partner User	(234) 234-2344	17-Nov-2009
us1	test	test.us1@gmail.com	TEST_US1@GMAIL.COM	Partner Business User	New Self-registered Partner User	(234) 234-2344	20-Jan-2010