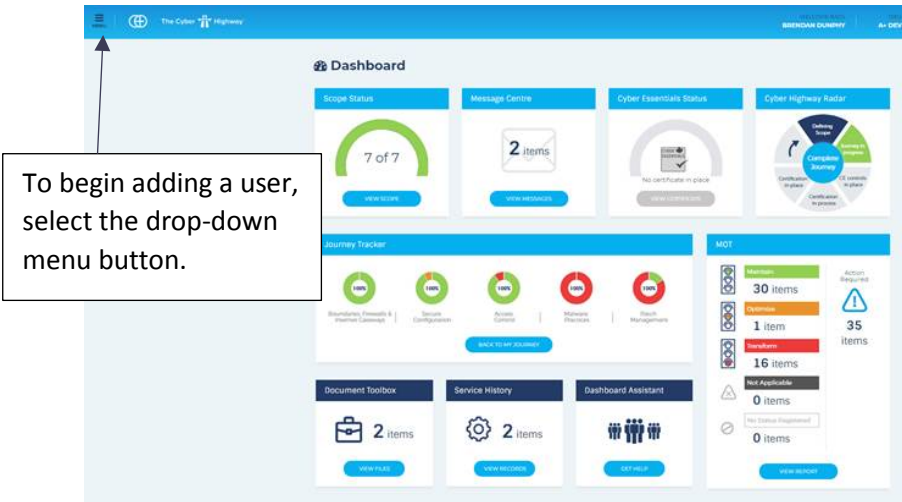


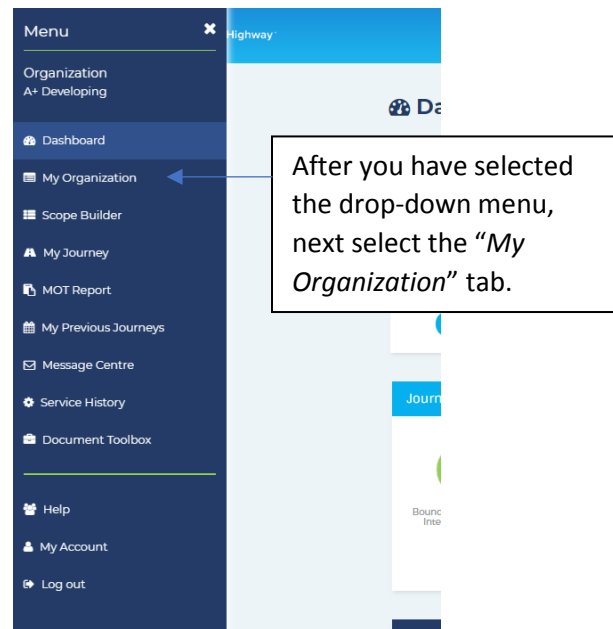


Adding a user on *The Cyber Highway* can be very useful in collaborating on answering the statements. If an individual requires access to your organization’s journey on *The Cyber Highway*, ensure you add them as a user. It is important not to share access to *The Cyber Highway* or any other platform or application, as per the requirements of the Cyber Essentials Canada framework.

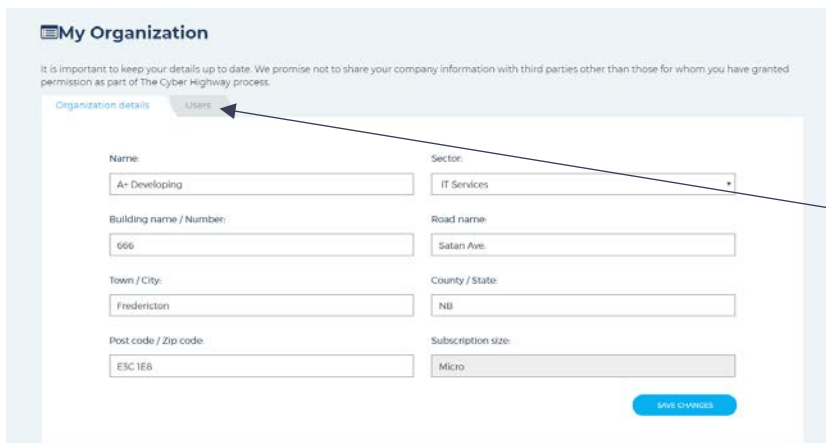
You can grant these users permission to view, edit, or be an administrator. We recommend only a select few have the administrative access. Once added, a user can collaborate in readying your organization for certification.



To begin adding a user, select the drop-down menu button.



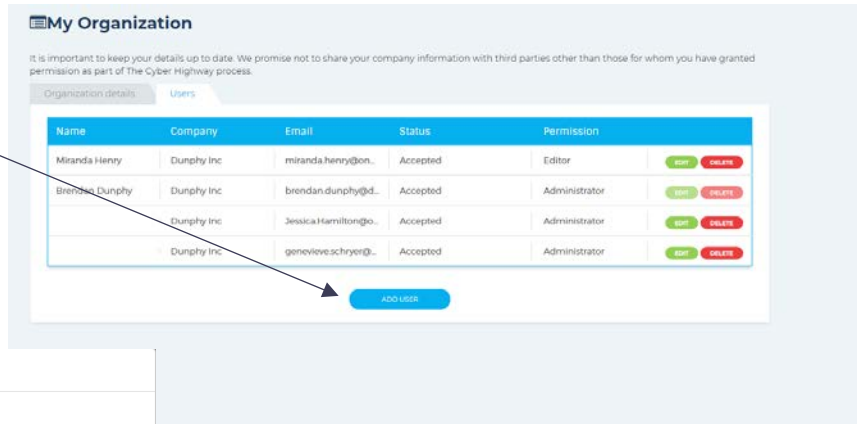
After you have selected the drop-down menu, next select the “My Organization” tab.



Once you select the “My Organization”, it will bring you to a page with 2 tabs. Select the “Users” tab.



After switching to the “Users” tab, select the “Add User” button.



Add User

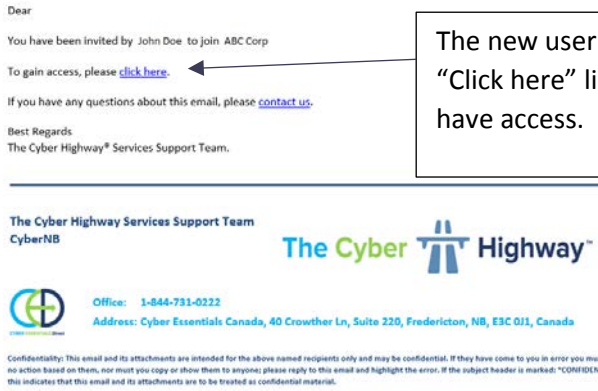
Email:

Company:

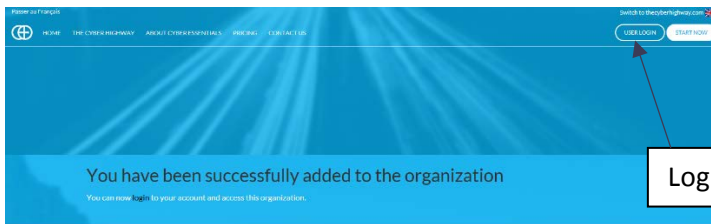
Permission: @

Then complete the required information, and then select “Continue”.

After you have registered a new user on *The Cyber Highway*, the new user will receive an email prompting them to login to *The Cyber Highway*.



The new user will select the “Click here” link, to ensure they have access.



Once the new user clicks on the link in the email, it will bring you to *The Cyber Highway* website.

Login to continue.

For further guidance on how to register, please read [The Cyber Highway Registration Guide](#).

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