# Managing users within Cognia Surveys

This document will provide a step-by-step process to manage users within the MyJourney system. The purpose of this process is to provide authorized users with login information to view the data gathered from the surveys.

Getting started

1. Log in to MyJourney.
2. Enter your email address and password. If you do not have a password, click Request Password and enter the email address associated with the Cognia account to request a password.
3. If you have access to more than one institution, type the name of the institution you want to access. Select the correct institution from the drop-down list to navigate to the dashboard for that institution. If you have access to just one institution, logging in takes you directly to its dashboard.
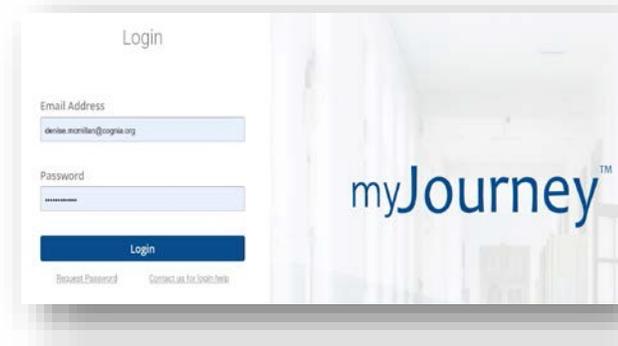
Managing Users

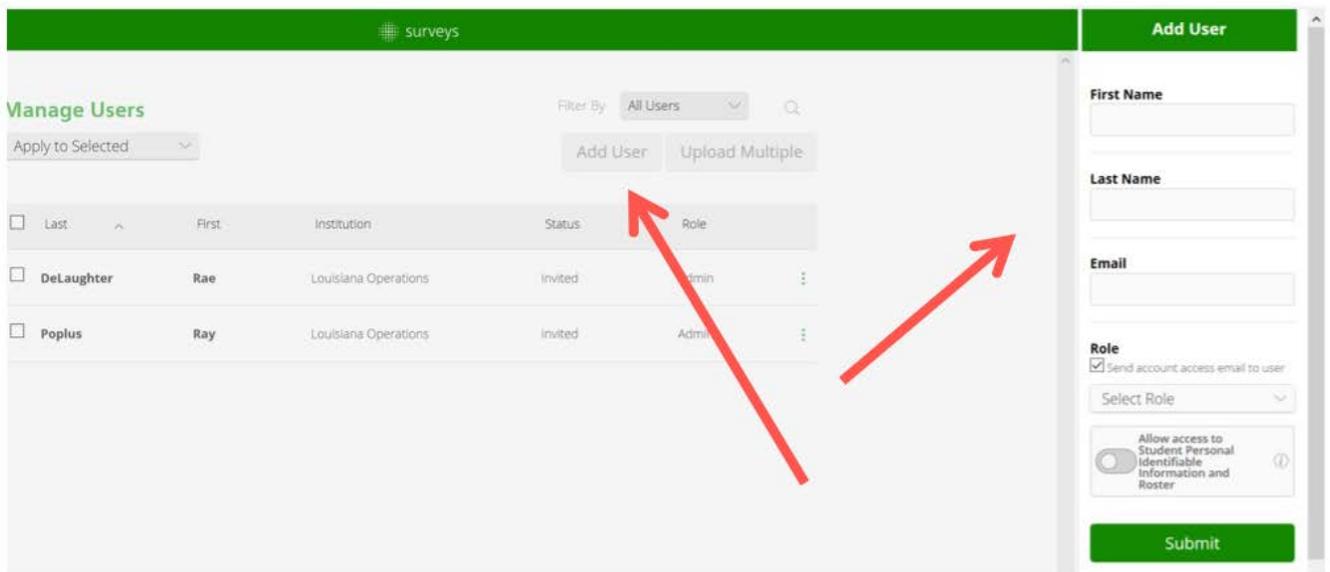1. Access the administrative menu.

To access the administrative menu
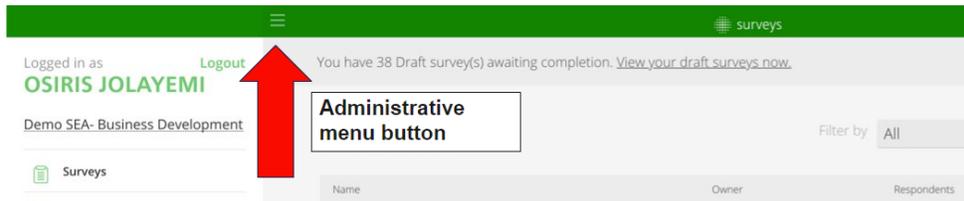
2. Select the Manage Users option.

3. To add a user, select "Add User." This will bring up a new pane on the right-hand side to enter the new user information. You will also be able to assign this person as an admin if needed.

4. The new user will then receive an email with access information.