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User Administrators have access to the Driver’s History Records Search and User Management page. Begin by adding users who will have access to the Driver History Record System.

**STEP 1:**

1. Click the **USER MANAGEMENT** link.
STEP 2:
1. Search for a user by username or by email address.
2. Click **FIND USER**.

**NOTE:** If the user is not found, instruct the user to create an account at the following address: [https://secure.mvd.newmexico.gov/Accounts/CreateAccount.aspx](https://secure.mvd.newmexico.gov/Accounts/CreateAccount.aspx)
FINAL STEP:

1. Grant permission to users as an "Agency Restricted User" or "Agency Restricted User Admin" by checking the correct box. See User Roles below for descriptions of each.

2. Click **UPDATE**.

3. Click **MAIN MENU** to return to the Driver’s History Records Search page.

**USER ROLES:**

**AGENCYRESTRICTEDUSER:** Can search for driver history records.

**AGENCYRESTRICTEDUSERADMIN:** Can grant permissions to users and search for driver history records.
User Administrators have access to the Driver’s History Records Search and User Management page.

**STEP 1:**
1. Click the **USER MANAGEMENT** link.
Existing users will be listed in the "Existing Users" table.

**STEP 2:**

1. Click **EDIT** to edit permissions of the user.
FINAL STEP:

1. Grant permission to users as an "Agency Restricted User" or "Agency Restricted User Admin" by checking the correct box. See User Roles below for descriptions of each.

2. Click **UPDATE**.

3. Click **MAIN MENU** to return to the Driver’s History Records Search page.

**USER ROLES:**

**AGENCYRESTRICTEDUSER**: Can search for driver history records.

**AGENCYRESTRICTEDUSERADMIN**: Can grant permissions to users and search for driver history records.
REMOVING A USER

User Administrators have access to the Driver’s History Records Search and User Management page.

STEP 1:
1. Click the USER MANAGEMENT link.
Existing users will be listed in the "Existing Users" table.

**FINAL STEP:**

1. Click **REMOVE** to remove the user’s access.
2. Click **OK** to confirm the user’s access removal.
3. Click **MAIN MENU** to return to the Driver’s History Records Search page.