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User Administrators have access to the Motor Vehicle Records Search and User Management page. Begin by adding users who will have access to the Motor Vehicle 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
FINAL STEP:
1. Grant permission to users as an “Agency User” or “Agency User Admin” by checking the correct box. See User Roles below for descriptions of each.

2. Click UPDATE.

3. Click the SEARCH PAGE link to return to the Motor Vehicle Records Search page.

USER ROLES:

AGENCYUSER: Can search for motor vehicle records.

AGENCYUSERADMIN: Can grant permissions to users and search for motor vehicle records.
EDIT USER PERMISSIONS

User Administrators have access to the Motor Vehicle 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 User” or “Agency User Admin” by checking the correct box. See User Roles below for descriptions of each.

2. Click UPDATE.

3. Click the SEARCH PAGE link to return to the Motor Vehicle Records Search page.

USER ROLES:

AGENCYUSER: Can search for motor vehicle records.

AGENCYUSERADMIN: Can grant permissions to users and search for motor vehicle records.
REMOVING A USER

User Administrators have access to the Motor Vehicle 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 the **SEARCH PAGE** link to return to the Motor Vehicle Records Search page.