

Adding Sponsored Users to a Project


Sponsored User – If a user is sponsored, their own company does not pay for their ProjectTalk membership; instead, another company pays for, or sponsors, their membership. The sponsoring company determines the sponsored user's membership level.

NOTE: Sponsored users are always added through Project Management first and then authorized by the Sponsored users Company via Employee Administration.

To add a Sponsored user to a project, first add this user as a contact to a company in the Company Setup form. Ensure that you include the user's email address. After adding this user as a contact, use Security Manager to grant the user access to the project. The following procedures detail the steps required to add a Sponsored user to a project.

If you grant a user the Project Management login type in Security Manager, the user will not be able to access Project Management until the ProjectTalk Administrator finishes setting up the user's Project Management access. Until that time, the user has access to Collaboration.

To create a user in the Company Setup form

1. On the **My ProjectTalk** page, next to the project to which you want to add users, click the Project Management  link.
Project Management launches in a new window.
2. In Project Management, log on as the Admin user or as a user in the Administrator user group.
Note: Only a user listed in the Administrator group in Security Manager can open Security Manager. If your company uses single sign on, you must launch Project Management through Portfolio Manager. For more information, see "Single Sign On with Project Management and Collaboration" within the Projecttalk Help system.
3. On the switchboard, click **Admin**, then select **Company Setup**
4. Select the appropriate company.
– or –
Create the company record.
5. On the **Contacts** tab, enter information about the user. Note; When entering the email address for the sponsored user it must be identical as the email address for the invited Projecttalk user.
6. Click **Save**.
For more information about this procedure, see "Setting Up Companies" and "Entering Contact Information" in the Project Management Help system.

After adding a user as a contact in the Company Setup form, grant them access to the project in Security Manager.

To grant a user security access to a project

1. In Project Management, on the **Tools** menu, point to **Security**, and then click **Security Manager**.

2. Select the **Users** tab and click **Add User**.

The **New User** list of available users opens in a new window.

Note: If you are upgrading project access for a user who is already listed in Security Manager, you only need to select the user's name from the **Users** tree. Proceed to step 4.

3. Select the new user from the list and then click **OK**.
 - If the new user already has a login name, a message appears asking you if you want to use the same login name for the Project Management login name. To use this new user's login name as the Project Management login name, click **Yes**. To use another name, click **No**.
 - If there is a current user with the same Project Management login name, you will be prompted to change the login name. (User names can be up to 50 characters in length, and can contain spaces and special characters.)
4. Select the user's access level from the **Login Type** list.
 - Project Management & Collaboration
 - Collaboration Only
5. ProjectTalk first verifies that this user is currently a ProjectTalk user and then ensures the user's membership level is either the same or higher than the selected access level.

If the user	Then
Is a ProjectTalk user with a membership level lower than the access level	ProjectTalk will warn you that the new user's membership level is less than the granted project access level.
Is not a ProjectTalk user but will be invited as a sponsored user	ProjectTalk will display a list of accounts to which the user is added. You will see this only if you have Master Corporate Administration or Account Administration permission.

6. On the **User** tab, in the **Access** column, select the checkbox next to the project(s) to which the user needs access.

For more information on assigning users project permission, see "Assigning Project Permissions" in the Project Management Help system.

7. Click **Save**.

8. ProjectTalk sends email notification to the new user. Upon receipt of the email notification, the user can use the logon credentials in the email notice to log on to Projecttalk. Upon logging into Projecttalk this user will be prompted to complete the Projecttalk Registration Wizard to register with Projecttalk.

If you are the first person registering from your company, you become the Master Corporate Administrator. For more information, see ["Registering as the Company's Initial User"](#). If you register under a company already established in ProjectTalk, you must wait for your company's Employee Administrator to approve your membership. For more information, see ["Registering as a User in an Established Company"](#). Although you are a sponsored user and your company is not paying for your membership, the Employee Administrator must still verify that you are an employee of the company.

Once registered with Projecttalk the user can log on Project Management for the Project to which the user was invited.