BIG THINK +

What is the User Management feature in Big Think+?

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This article explains what the Big Think+ User Management feature does and who can access it.

User Management is a built-in feature that lets you control who can access your Big Think+ platform and what they can do once they're in. Designed for Learning Managers, program leads, and admins, it gives you the tools to manage users efficiently, whether onboarding new learners or maintaining access across your organization.

What can I do with User Management?

With this feature, you can:

1. **Invite users** individually or in bulk using a CSV file, complete with custom welcome messages and expiration dates.

2. **Assign roles and permissions** based on what each user should be able to do, like viewing analytics, managing other users, publishing curations, or moderating comments.

3. **Track user status and activity**, including last login and expiration date.

4. **Edit or remove users** in bulk.

5. **Filter and search users** quickly.

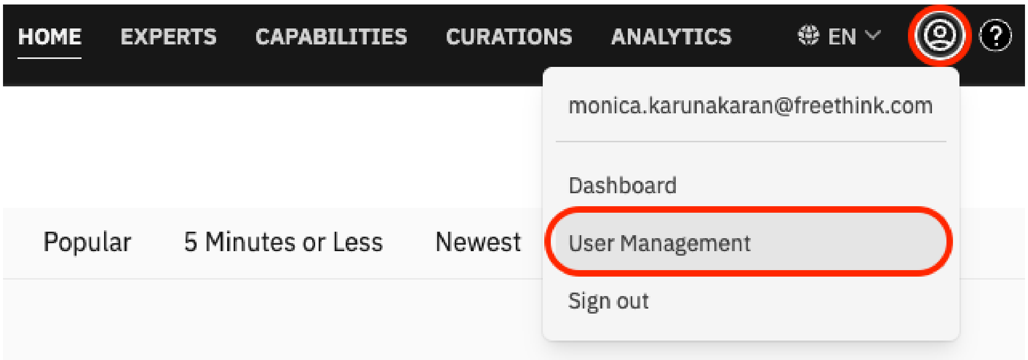
Who has access to User Management?

To access the User Management feature, these conditions must be met:

- **User Management must be enabled for your organization**
  This is typically set up during onboarding.
- **You must have the "Manage Users" permission**
  Only users with this permission can access the User Management dashboard and take actions like inviting users, assigning roles, or removing access.

Where can I find the User Management dashboard?

Once enabled, you can access User Management by clicking your **Profile icon** in the upper-right corner of the Big Think+ platform and selecting **User Management** from the dropdown menu.



Not seeing the User Management feature?

Double-check with your internal admin or reach out to Big Think+ partner services at **partnerservices@bigthink.com** to confirm your access.