How to Add a Resource User

Enter your USC Net ID (Shibboleth) user name and password.

2. Go to the Maintenance Menu – click on Resource User.

3. Enter the user’s USC Net ID (Shibboleth) whom you wish to give permission to use your account(s). Then click ‘Search’.

4. Click ‘Ok’ to confirm association.

5. Fill in all bold fields and click ‘Associate User’.
   NOTE: Net ID is the user’s USC Net ID (Shibboleth). DO NOT use Student or Employee ID Number.

6. By default, all your accounts are now associated to the user. If you need to disassociate specific accounts from the user, click on the Resource User’s name. Uncheck the specific accounts and click Update.
   You can also quickly check all or uncheck all accounts by toggling (Check All).