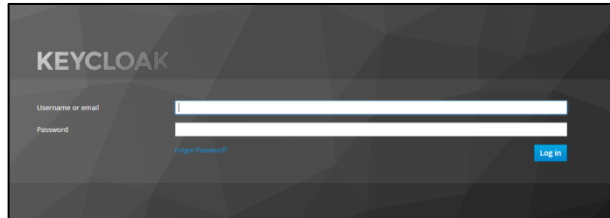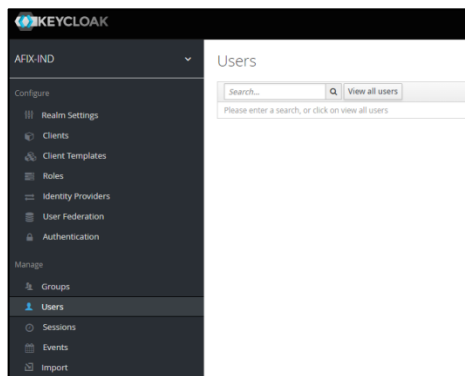# Independent Partner User Management

Independent Partner User Management allows states/partners that are not connected to IWeb to be able to manage users and assign access to SMaRT AFIX. Note that the instructions below are for State users.
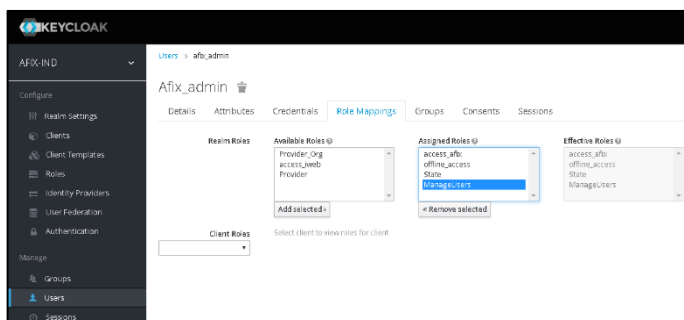
Assign the Manage Users Role

1. Log in to Keycloak.

2. From the left navigation panel, click the Manage > **Users** link.

3. Search for a user by name or email address, then select the user in the list.

4. Once the user has been selected, click the Role Mappings tab. In the Available Roles box, select the **Manage Users** role and click the **Add selected** button. The Manage Users role is then added to the Assigned Roles box and the change is automatically saved. Note that users with this role have access to the Manage Users page in SMaRT AFIX.
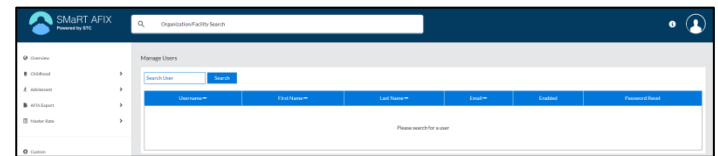

Manage Users

1. Once the State user has the Manage User role assigned, log in to SMaRT AFIX.

2. On the top right side of the application, click the image icon and select **Manage Users**.
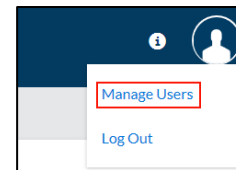
3. On the Manage Users page in SMaRT AFIX, State users can search for users, assign user access to SMaRT AFIX, and reset user passwords.

4. To search for a specific user, enter at least a few characters of the user's first name, last name, username, or email address in the search box and click **Search**. To see a complete list of users, enter the % symbol instead. For partial searches, enter some characters and then the % symbol (examples: **S%** or **Jack%**).
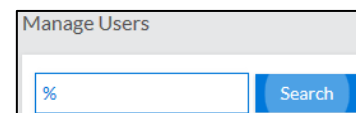
5. The search returns all users that match the search criteria. Toggle the **Enabled** switch to grant or remove SMaRT AFIX access. Users with the toggle switch toward the right have access to SMaRT AFIX. Users with toggle switches toward the left (and grayed-out) do not.

6. To reset a user's password, click the **Send Email** button for that user. The user receives an email with their username, a temporary password, and a link to reset their password. Follow the instructions in the email to reset the password.