

How to Manage Admin Users

For the admin portal you can add and delete Admin Users.

1. Log in to the IHG Franchise Jobs Portal as an Admin and go to the Manage Admin Users page.



Admin Users

Search:

[+ Add New Admin User](#)

Network ID: admin@sangereby.com

[Delete](#)

Network ID: hafnere

[Delete](#)

2. Add New Admin User

Click the “Add New Admin User” link and it will redirect to a page where you can insert in a new admin user. There will be a textbox here to insert in a user’s IHG Network ID. The Network ID will be used to identify if the user is an admin.

Add Network ID for administrative access

Enter the IHG Network ID

[SAVE](#)

3. Click “Save”

It will redirect you back to the Manage Admin Users page. The user will now be an Admin. The next time the user signs in, they will be redirected the Administrator Dashboard.

Admin Users

Search:

[+ Add New Admin User](#)

Network ID: admin@sangereby.com

[Delete](#)

Network ID: hafnere

[Delete](#)

Network ID: IHGAdminUser

[Delete](#)

4. Deleting a Admin User

Click The “Delete” button next to the user you want to delete. It will redirect you to a conformation page informing you that the user will no longer have access to the IHG Admin portal.

Delete Administrative Network ID

Ok to delete the following network ID? They will no longer have access to the IHG Franchise portal as an administrator.

IHG Network ID: IHGAdminUser

DELETE

5. Click “Delete”

It will redirect you back to the Manage Admin Users page. The user will no longer be an administrator. The next time the user signs in; they will be redirected to the Franchise Dashboard.

Network ID: admin@sangereby.com

Delete

Network ID: hafnere

Delete