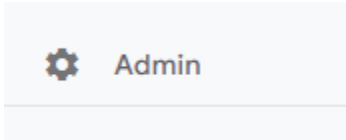


# Access creation in Google Analytics

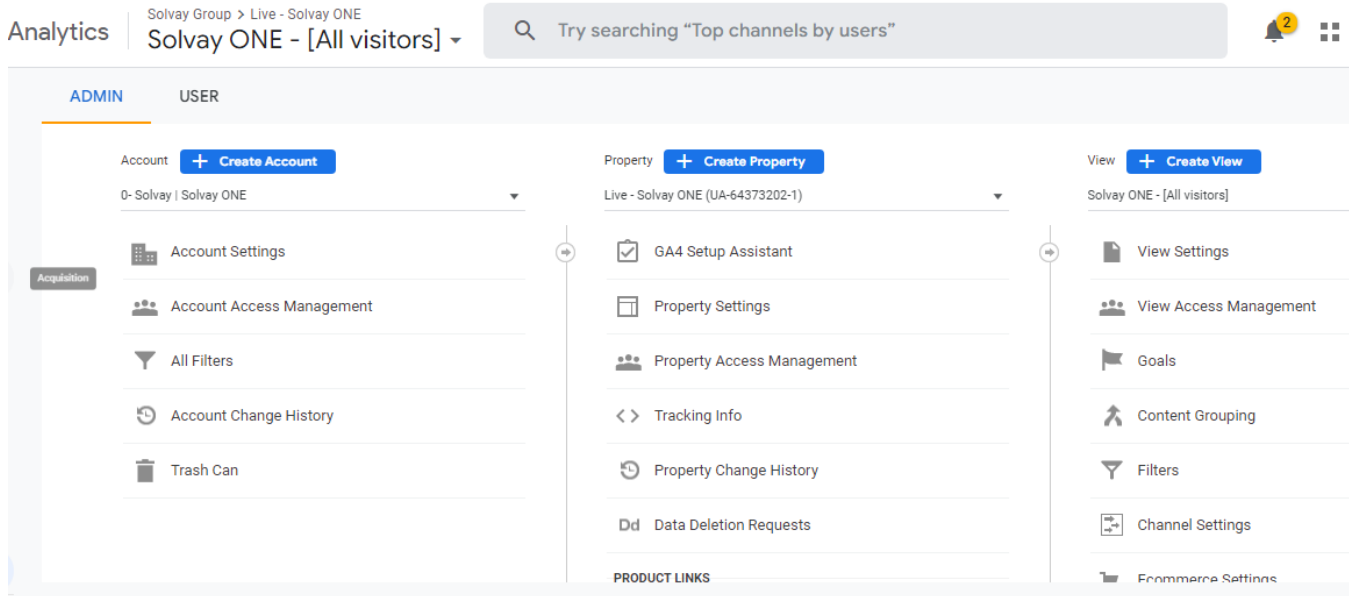
To create user access in Google Analytics we have to follow the below Steps :

Link to access : <https://analytics.google.com>

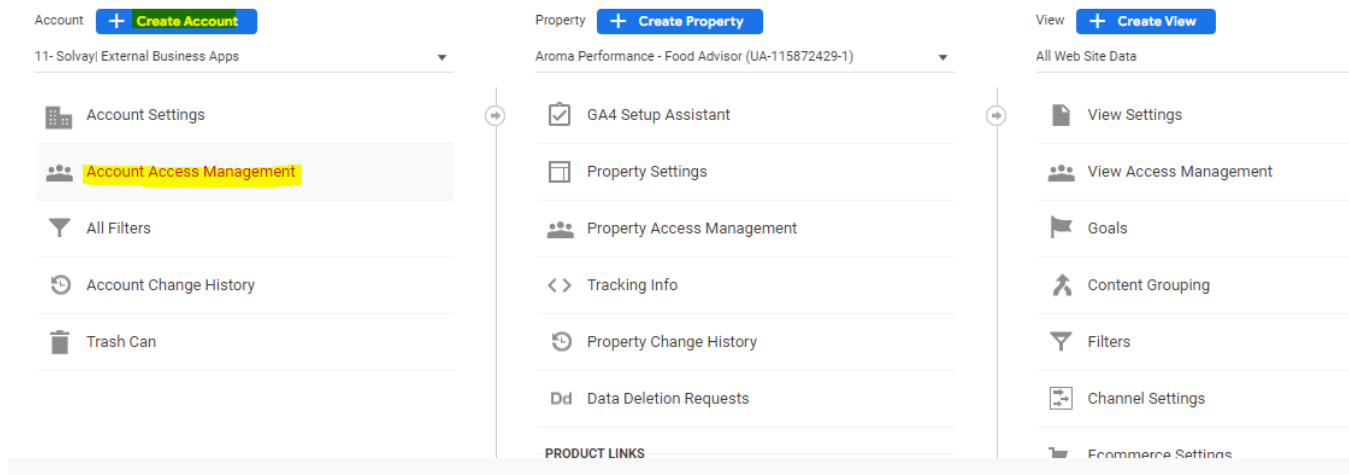
1. Go to Google analytics home page and click the "Admin "menu which is present at the left side of the page.



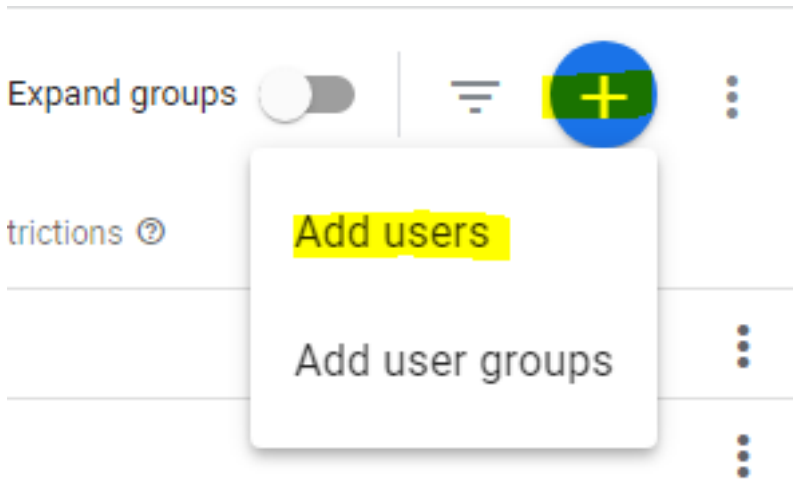
2. After clicking the admin menu, we will get a new tab for account creation. This page consists of three parts they are create account, create activity, and create view.



3. Select the particular account from the drop down for which user needs access and then click on " Account access management"



4. A new tab will open. Then we have to click on the "plus" symbol which is present at the top right corner of the page. Then click into "Add users" option.



5. After that we will get a new page where we need provide the "email id" of the user and "permissions". Generally we will give view access if they are not mention anything specific.

A screenshot of a user creation form. The form is divided into two main sections. The first section is titled 'Email addresses' and contains a text input field with the placeholder text 'Enter email addresses' highlighted in yellow. Below the input field is a checked checkbox labeled 'Notify new users by email'. The second section is titled 'Direct roles and data restrictions' with a help icon. Underneath, there is a sub-section 'Standard roles' with five radio button options: 'Administrator' (Full control of account. [Learn more](#)), 'Editor' (Edit all data and settings for account. Cannot manage users. [Learn more](#)), 'Analyst' (Create and edit shared assets like dashboards and annotations for account. Includes Viewer role. [Learn more](#)), 'Viewer' (See report data and configuration settings for account. [Learn more](#)), and 'None' (No role assigned. [Learn more](#)). The 'Viewer' option is selected with a blue radio button.

6. Once access is provided click on the "Add" button which is present at the top.



7. Once we click on add, user will be added to the specific account.