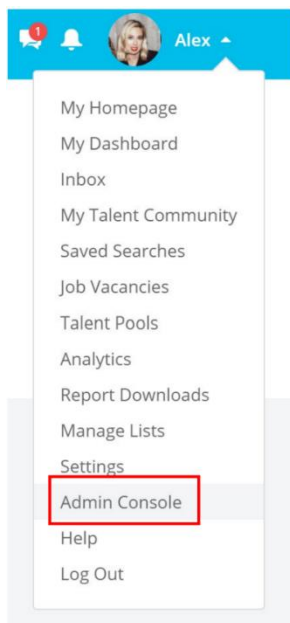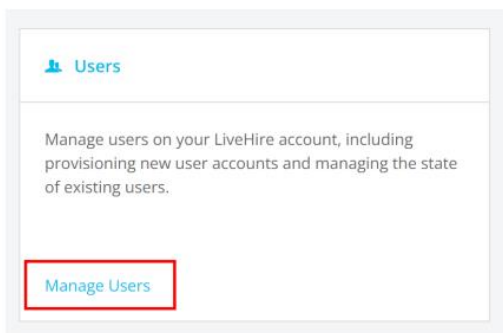# Assigning Talent Now manager access

Talent Now user guide

1. Sign into Talent Now as an administrator using your work email address and password.
2. Hover over your name in the top right-hand corner of your screen and click 'Admin console'

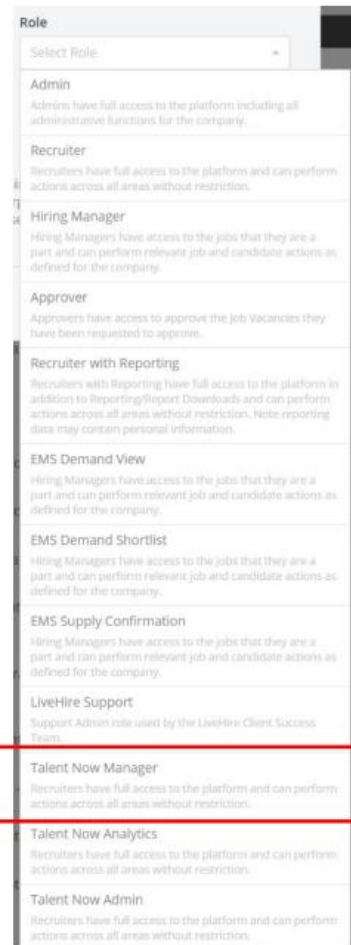3. This will direct you to the Admin Console page. Click 'Manager users'.

Queensland Government

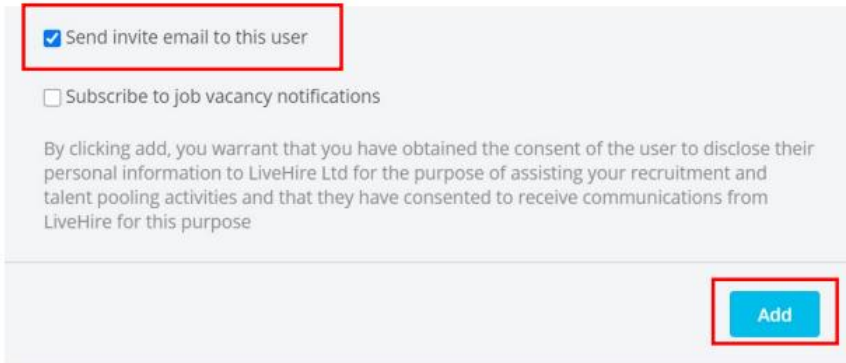4. Then click 'Add user' on the top right-hand corner.

5. Enter the new user's name. work email and phone number.
6. Enter their job title followed by their agency (for example, Manager, TMR).

7. Select 'Talent now manager' from the Role drop-down list.

8. Ensure the 'Send invite email to this user' checkbox is ticked and 'Subscribe to job vacancy notifications' is unticked. The new user can opt in to receive these notifications when they validate their access.

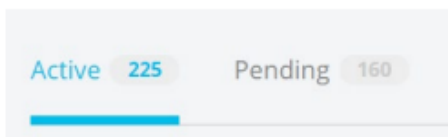9. Click 'Add' to add the new user. They will then receive an email asking them to validate their access.

Once users validate their access they will appear in the 'Active' user tab. Those that have not accepted the invitation and validated access will appear in the 'Pending' tab.

You can resend invitations to users in the pending tab by clicking on the 'Resend invitation' button next to their name.
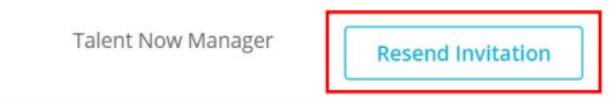
More information

Visit the Talent Now training and support hub for further guides and support.