

## Connect: Relativity admin

### Connecting users to different instances

To connect users to multiple instances with their one set of login credentials, navigate to the Admin-level Users tab. Find the user that needs to be connected and select the user.

Once the user is selected and their user information page is available, add a new Login Method.

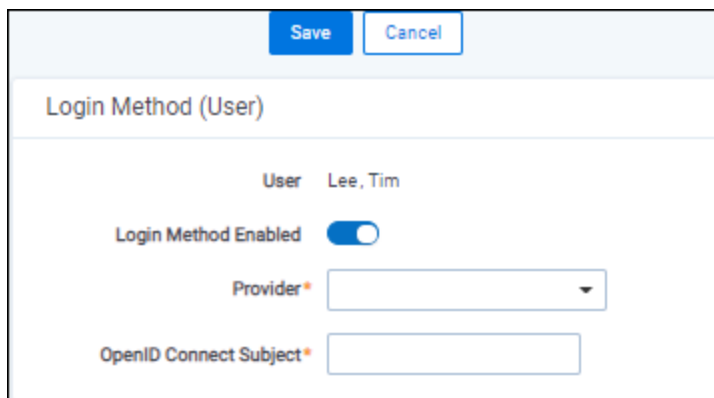
1. In the Login Method section, click **New**.
2. Click the **Provider** drop-down menu.
3. Select the instance name of the connected environment.
4. Enter the **OpenID Connect Subject**.

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**Notes:** The OpenID Connect subject is the user email address in the other instance.

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5. Click **Save**.



The screenshot shows a web form titled "Login Method (User)". At the top right are "Save" and "Cancel" buttons. Below the title, the user "Lee, Tim" is listed. The "Login Method Enabled" toggle switch is turned on. There is a "Provider" dropdown menu and an "OpenID Connect Subject" text input field, both marked with an asterisk to indicate they are required fields.

An already existing user also needs the default password provider login method removed.

Each instance has that instance's group and security permissions. If the users already exist from previous engagements, no action is needed.

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