

# Relativity Connect Quick Reference Guide – 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. Add a user or find a user to be connect.

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 other environment.
4. Enter the **OpenID Connect Subject**.

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

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5. Click **Save**.

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

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