

Manage Access Code User Groups

1. Log in with a Site Manager account.
2. [Navigate to Access Codes.](#)
3. Select Edit.
4. [Add or remove](#) user groups in the access code.
5. **Save** when you have finished updating the user groups that are associated with this bundle.



Adding a new product to an existing access code will not automatically register that product to participants who already consumed the access code. However, if the access code is associated with a bundle, the system will ask if you want to update the registrations for all individuals who have access codes associated with that bundle. Answering yes does all the work.