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.