

Adding a User to Google Analytics

Go to Analytics

Google AdWords HC 1st account (Client ID: 507-500-5550)
[My Client Center](#) | HC 1st account

Home Campaigns Opportunities Reporting Billing My account

All online campaigns

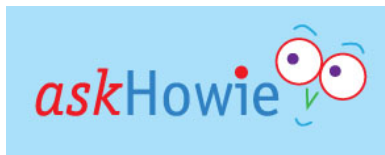
Campaigns Ad groups Settings Google Analytics Networks Audiences

All but deleted Campaigns Segment Filter Co Website Optimizer Search

+ New campaign Change status...

A screenshot of the Google AdWords interface. At the top, there's a navigation bar with tabs for Home, Campaigns, Opportunities, Reporting, Billing, and My account. The Reporting tab is selected, and its dropdown menu is open, showing options like Reports, Change history, Conversions, Google Analytics, and Website Optimizer. Below the navigation bar, there's a section for "All online campaigns" with sub-tabs for Campaigns, Ad groups, Settings, Google Analytics, Networks, and Audiences. The Google Analytics sub-tab is highlighted. Below this, there are various filters and controls, including a dropdown for "All but deleted Campaigns", "Segment", "Filter", and "Co". At the bottom, there are buttons for "+ New campaign" and "Change status...".

From the Reporting tab, click **Google Analytics** from the drop-down menu.



Go to User Manager

All Starred

| Website Profiles | | | | | | | | |
|---|-----------------------------|--------|--------|-------------------|-------------|-----------------|------|-----|
| Name↑ | Reports | Status | Visits | Avg. Time on Site | Bounce Rate | Completed Goals | Visi | |
| http://ringoffire.ning.com UA-170618-9 | | | | | | | | |
| ☆ ring0fire | View report | ✓ | 477 | 00:05:47 | 42.14% | 0 | ⬇ | |
| http://www.vitalhealthinstitute.com UA-170618-1 | | | | | | | | |
| ☆ Vital Health Institute | View report | ✓ | 2 | 00:00:00 | 100.00% | 0 | | |
| http://www.askhowie.com UA-170618-4 | | | | | | | | |
| ☆ www.askhowie.com | View report | ✓ | 3,019 | 00:02:42 | 68.10% | 7 | ⬇ | |
| http://www.fitfam.com UA-170618-2 | | | | | | | | |
| ☆ www.fitfam.com | View report | ✓ | 185 | 00:00:01 | 97.30% | 0 | ⬆ | |
| Find profile: | <input type="text"/> | | | | | | | Sho |

Add Website Profile»

A profile allows you to track a website and/or create different views of the reporting data using filters. [Learn more](#)

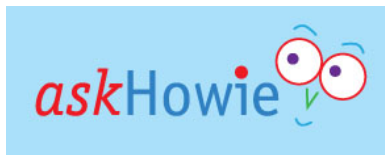
User Manager»

Number of Users: 5
Add or edit Users. [Learn more](#)

Filter Manager»

Number of Filters: 1
Filters can be used to c
In your reports. [Learn n](#)

Click the User Manager link below the table of your website profiles.



Add User

Home Campaigns Opportunities Reporting Billing My account

Analytics Settings | View Reports: Click to select Website Profile

Analytics Settings > User Manager

User Manager

To give access to a new user, click the Add User link. You can edit or delete existing report access using the links in the Existing Access table below.

| Existing Access | | | | + Add User | |
|---------------------------|-----------|----------|--------|-------------------|--|
| << Prev 1 - 5 / 5 Next >> | | Show 10 | Search | | |
| User Email Address | User Type | Settings | Delete | | |

Click + Add User at the top right of the table of current users.



Create New User: **hjmcc@theppcagency.com**

Create New User For Access

Enter user information below to grant access to reports and report settings, and opti privileges.

Enter User Information

1 Email address: (Must be a Google Account. [Learn more.](#))

2 Access Type:

Allow access to

Available Website Profiles

3

Selected Website Profiles

4

Please note that Account Administrators have access to **all** reports and profiles in your account.

5

1. Enter email address **hjmcc@theppcagency.com**
2. Choose access type **View reports only** (the default)
3. Select the website profile you want me to be able to see
4. Click the **Add>>** Button to move that website from the left to the right column
5. Click **Save Changes**