

# Adding/Removing Users Assigned to an Establishment

The OSHA Injury Tracking Application (ITA) has a feature that allows ITA users to add or remove additional Establishment managers. There are two new user roles:

- ITA Establishment User has permissions to update the Establishment Details as well as add, update, and submit 300A data.
- ITA Establishment Admin has the same permissions as the ITA Establishment User as well as the ability to add or remove other ITA users to the Establishment.

When you create a new establishment in ITA, you are automatically given the role of ITA Establishment Admin. All existing Establishments have had the current user tied to that record set as the ITA Establishment Admin.

## Adding User to an Establishment

If you are an **ITA Establishment Admin**, follow these steps to add another user to an individual Establishment:

1. Log into the Injury Tracking Application by selecting the “Sign-in with Login.gov” button from the [“Injury Tracking Application Login”](#) screen.
2. Select the “View Establishment List” button in the “For Manual Data Entry” section on the Injury Tracking Application” screen, **or**
3. Select the “View Establishment List” option from the dropdown “Navigation Menu” to display the list of establishments connected to your account.
4. Scroll to the establishment you want to add a user to and select the establishment name in the “Name” column. When the Establishment opens, under the “Establishment Users” table, you will see the ITA users connected to the Establishment. If you are an **ITA Establishment Admin** for this establishment, you will see the “Assign User,” “Remove Selected User(s),” and “Edit User Role” buttons.
5. To add a new ITA user, select the “Assign User” button. The “Assign Establishment User(s)” pop-up window opens.
6. In the “Email” field, enter the new ITA user’s email address. **Note:** This must be the email

address they used when setting up their ITA account.

7. In the “User Role” field, select the appropriate permission from the drop-down menu: ITA Establishment User or ITA Establishment Admin.
8. Select the “Save” button.

The application processes the request. **Note:** If the email added is not in the system, the application returns the following error message:

**Your request cannot be processed. The email address submitted is not associated with a current ITA user. Please try again.**

The ITA user is assigned to the establishment and this establishment appears on their “View Establishment List” page.

## Removing User from an Establishment

If you are an **ITA Establishment Admin**, follow these steps to remove one or more users from an individual establishment:

1. Select the “View Establishment List” button in the “For Manual Data Entry” section on the Injury Tracking Application” screen, **or**
2. Select the “View Establishment List” option from the dropdown “Navigation Menu” to display the list of establishments connected to your account.
3. Scroll to the establishment you want to remove a user from and select the establishment name in the “Name” column. When the Establishment opens, under the “Establishment Users” table, you will see the ITA users connected to the Establishment. If you are an **ITA Establishment Admin** for this establishment, you will see the “Assign User,” “Remove Selected User(s),” and “Edit User Role” buttons.
4. To remove one or more ITA users, select the checkbox next to the user’s name, then select the “Remove Selected User(s)” button. The “Remove Establishment User(s)” pop-up window will open.
5. The user’s name will be listed on the screen. Visually confirm, then select the “Save” button.

This removes the association between that individual establishment and the ITA user, and the establishment is no longer listed on their “View Establishment List” page.

## Bulk Establishment Assignments

If you need to add a user to 15 or more establishments or need assistance with this process, please submit an [ITA Help Request](#).