



OnLine Learning Module

WAS Course Module#: 201603

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Google's Search Console

Manage Users and Property Owners

Background Information:

Prior to 2016, the Search Console tool was known as “Google Webmaster Tools”. Today, it creates the third and most powerful of required Google branded cornerstones that firmly announce the online presence of any business. Google’s MyBusiness (specifically Google+ and Maps) form the other two powerful corners for this triumvirate of Google online business tools.

Among other things, Search Console enables one to monitor and submit site maps and to learn about errors Google has encountered regarding page formatting as well as in and out bound links which may require a technical fix on your website pages or your web site server.

Prerequisites:

You must be verified as the owner of the site. This is procedure is the topic of another module. Please consult that course first if you have any difficulty with verification.

Purpose:

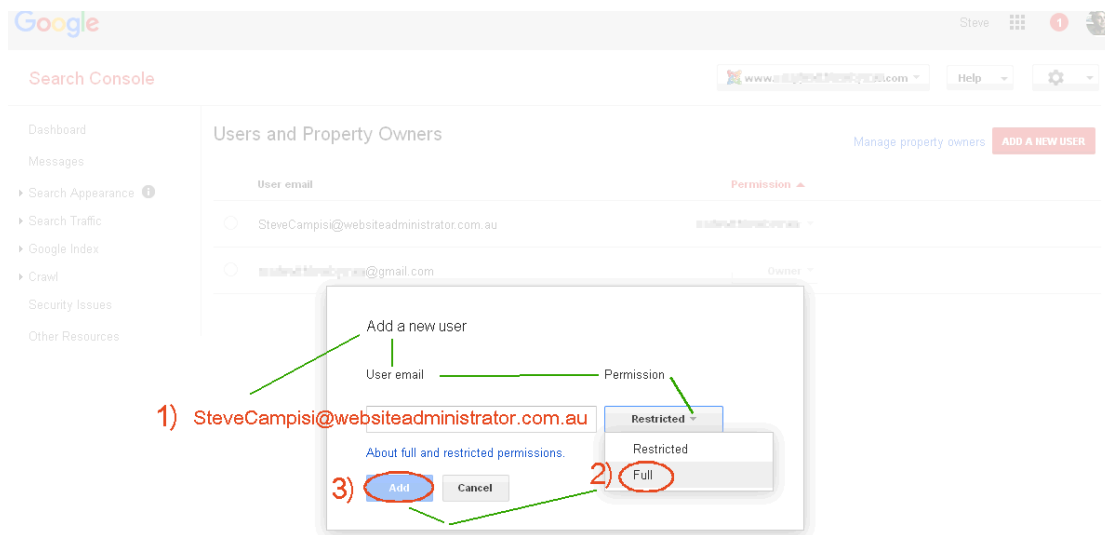
This basic guide will help step you through the process of “how to assign” or “how to add” a person to help you administer (by which we mean monitor, manage and maintain) your website through Google’s Search Console.

Outcomes:

Stepping through the actions of this module, you should be able to successfully add another user to assist you in managing your Google Search Console Account. The images in this course offer a sequential and visual reference of the steps you will need to undertake to complete this task.

The final “Add a new user” screen now appears and allows you to input the email address of the person you wish to have access to this Google Tool.

- 1) enter the new user’s email address
- 2) select the Permission you wish to grant from the dropdown box. In our case, we require **Full** Permission in order to manage all of the technical aspects of your site.
- 3) Select Add and the new user will appear in the list on this page.



When the added user visits their own Search Console page, they will then be able to manage your site. Full access users are not able to add or remove other users. Only the website owner (you) has access rights to grant that privilege.

If you have any difficulties or other questions regarding this procedure, please feel free to contact us online. We offer a discount premium service to assist those that require web site assistance. We are happy to hear from you.

WAS Online Training Modules Team
<http://www.websiteadministration.com.au/>