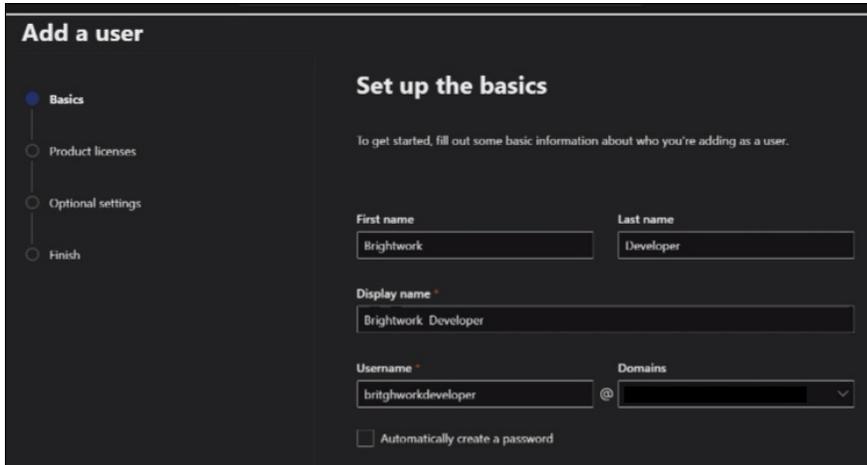


# Add a BrightWork Customer Success Local User

In order to collaboratively work on customizations together with BrightWork, you will need to add a BrightWork Customer Success local user to your Microsoft 365 tenant and Power Platform development environment:

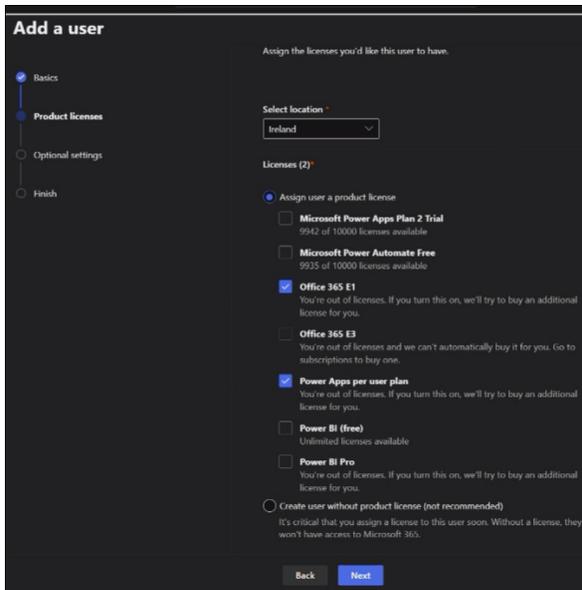
1. Navigate to the Microsoft 365 Admin Center at <https://admin.microsoft.com>.
2. Expand **Users** and click **Active users**.
3. Click **Add a user** and fill out the form.



The screenshot shows the 'Add a user' form in the Microsoft 365 Admin Center. The form is titled 'Set up the basics' and includes a progress indicator on the left with steps: Basics (selected), Product licenses, Optional settings, and Finish. The main content area contains the following fields and options:

- First name:** Brightwork
- Last name:** Developer
- Display name:** Brightwork Developer
- Username:** britghworkdeveloper
- Domains:** A dropdown menu with a dark background and a white arrow pointing down.
- Automatically create a password

4. Click **Next** and assign Microsoft product licenses: Office 365 E1 or above and a Power Apps Premium/Power Apps per user plan. A Power Apps Premium/Power Apps per user plan is preferred but, if necessary, you can instead assign Power Apps per app plan for the development environment (done in the Power Platform admin center, <https://admin.powerplatform.microsoft.com>).



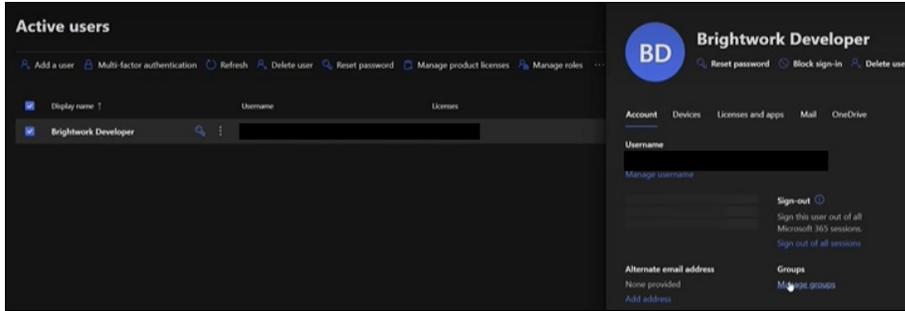
The screenshot shows the 'Add a user' form in the Microsoft 365 Admin Center, specifically the 'Assign licenses' step. The form is titled 'Assign the licenses you'd like this user to have.' and includes a progress indicator on the left with steps: Basics, Product licenses (selected), Optional settings, and Finish. The main content area contains the following fields and options:

- Select location:** Ireland
- Licenses (2):**
  - Assign user a product license
    - Microsoft Power Apps Plan 2 Trial (9942 of 10000 licenses available)
    - Microsoft Power Automate Free (9935 of 10000 licenses available)
    - Office 365 E1 (You're out of licenses. If you turn this on, we'll try to buy an additional license for you.)
    - Office 365 E3 (You're out of licenses and we can't automatically buy it for you. Go to subscriptions to buy one.)
    - Power Apps per user plan (You're out of licenses. If you turn this on, we'll try to buy an additional license for you.)
    - Power BI (free) (Unlimited licenses available)
    - Power BI Pro (You're out of licenses. If you turn this on, we'll try to buy an additional license for you.)
  - Create user without product license (not recommended) (It's critical that you assign a license to this user soon. Without a license, they won't have access to Microsoft 365.)

At the bottom of the form, there are 'Back' and 'Next' buttons.

5. Click **Next** and skip the Optional settings.
6. Click **Next** and **Finish adding**.

7. In **Active users** select the new local user and click **Groups > Manage groups**.



8. Click **Assign memberships** and add the user to the security group that is controlling access to the development environment.

9. Navigate to <https://admin.powerplatform.microsoft.com>, and in the development environment assign the local user the security roles **Basic User** and **System Administrator** (additional BrightWork specific security roles will be assigned at a later time).

10. Share the account details with your Customer Success Partner.

---