

# Named User Management Resources

CARLI Alma Primo VE Open Office Hours, July 13, 2023

## [CARLI Documentation on Named User Management](#)

"Named Users" are active users records in Alma that have been assigned any role that can log into Alma. This includes all roles except Patron, Instructor, and Trial Participant. Alma pricing is based on a metric that counts titles, e-journals, and Named Users, and CARLI's license for the Ex Libris Alma software permits us a fixed number of Named Users across all I-Share institutions and the CARLI Office staff. If the number of Named Users across all I-Share institutions is over our contracted limit, this may result in additional license fees.

## [Named User FAQ](#)

## [Best Practice Recommendations for Named Users in I-Share](#)

Roles needed: User Administrator, User Manager

## [Identifying Named Users in Alma](#)

Roles needed: General System Administrator, Design Analytics

## [Deactivate Named User Accounts in Alma](#)

Roles needed: User Administrator, User Manager

## [Best Practice Recommendations for Creating Shared User Accounts in Alma for I-Share](#)

Roles needed: User Administrator, User Manager

## [Best Practice Recommendations for Back-up Admin Accounts in Alma for I-Share Institutions Using Single Sign-on](#)

Roles needed: User Administrator, User Manager

## Ex Libris Documentation on User Management

### [Managing Users](#)

### [Managing User Roles](#)

### [Staff Login Report](#)