Note: You can only add someone with an active K-12 user account as an administrator for your SharePoint site.

1. Log into your SharePoint site.
2. Click **Site Actions → Site Settings**.
3. Under Users and Permissions, click **Site collection administrators**.
4. In the Site Collection Administrators field, add the name or K-12 userID of the user you want to add as an administrator and click the **Check Names** button.
   Note: Be sure not to remove your own name from the field, or you will lose the ability to edit your website.
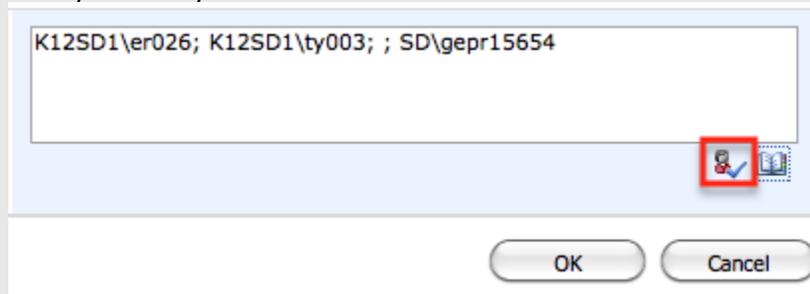
5. Make sure that the user's name appears with an underline. If it doesn't, double-check the spelling of their name and click **Check Names** again.
6. Click **OK**.