

inReach Support Center

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Assigning & Reassigning a Device to a User in the Explore Portal

Administrator - 2019-06-17 - [0 Comments](#) - in [How-To](#)

Follow the instructions below for assistance on how to assign or reassign a device to a user in the Explore portal.

Note: The first user created on the account is designated as the account administrator. This is the only user that possess the ability to assign and reassign devices to other users on the account.

1. To assign or reassign a device to a user, navigate to the **Plans & Devices** tab.
2. Locate the device you wish to assign and select the **Assign** button.
3. Click the **Manage Device** button.
4. Click the **Reassign** button.
5. The **Assign Device** drop down menu will appear.
6. Click the **Select a User** drop down menu and select the user you wish to assign.
7. Click the **Assign** button once the user has been selected.
8. Sync the device via the **Sync & Update** button located under the **Plans & Devices** tab.

Related Pages

- [Creating a New User in the Explore portal](#)
- [Adding Additional Devices in the Explore portal](#)