# My John Deere – Modifying or Adding a Partner

#### General

My John Deere allows users to link multiple accounts together. Once accounts are linked, adding a My John Deere connection inside the Coordinator will give a user access to the all their connected Partners. This document can be used to modify existing partners or add new ones.

As an example, if User A wishes to see Partner B inside the Coordinator, User A needs to request Partner B to follow the steps outlined below. Please share this document with any partner to whom you wish to connect.

### Quick Guide to Modifying or Adding a MJD Partner

- 1. Have the partner navigate to My John Deere <u>https://myjohndeere.deere.com/</u>
- 2. Sign into the portal
- 3. Select Operations Center (If Prompted)
- 4. Click the Tools Button
- 5. Click Team Manager (Skip to Step 8 to Add)
- 6. Select the Partner that needs to be modified
- 7. Click Delete
- 8. Select Add to your Team and Choose Add Partner
- 9. Enter the email address and click Next
- 10. Add an Access Level of 3, 2, 3, 2 (The most important one is Locations and Jobs, which needs All Fields Access Level 3)
- 11. Click Next
- 12. Click Finish

#### **Detailed Walkthrough with Screenshots**

- 1. Have the partner navigate to My John Deere <u>https://myjohndeere.deere.com/</u>
- 2. Sign into the portal



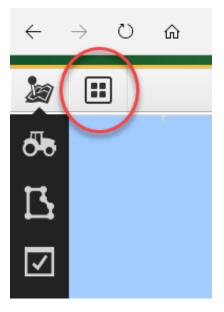


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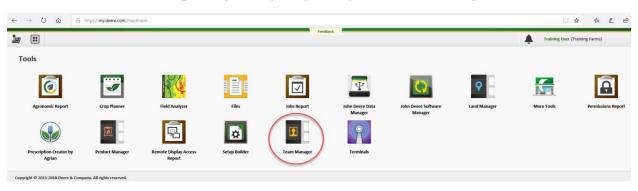
3. Select Operation Center (If prompted – You may be taken directly to the Operations Center)



4. Click the Tools Button (This is the Operations screen. You may be taken here after login)



5. Click Team Manager (Skip to Step 8 if you only need to add a new partner)



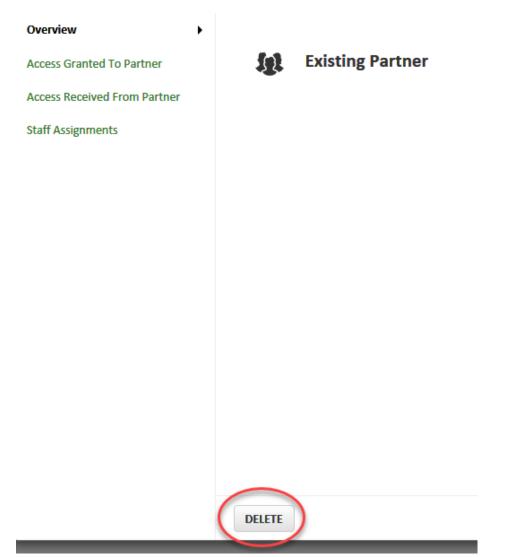


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6. Select the Partner that needs to be modified

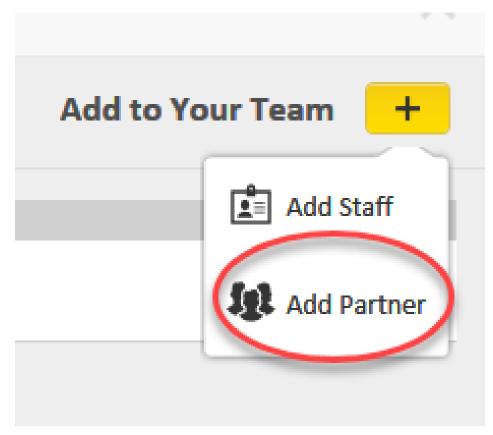
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All Team Members	2	Name Training User	Type	Status	Equipment Granted: 3	Organization Granted: 2	Locations Granted: 3	Jobs Granted: 2
💼 Staff		Existing Partner	Partner	Pending	Granted: 3 Received: 0	Granted: 2 Received: 0	Granted: 3 Received: 0	Granted: 2 Received: 0
Partners								

7. Click Delete





8. Select Add to your Team and Choose Add Partner

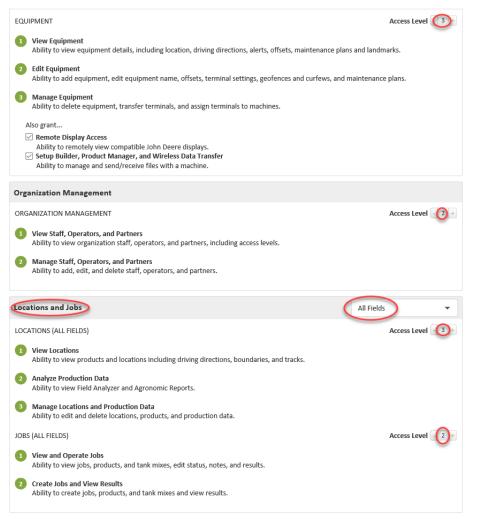


9. Enter the email address and click Next (This will be the email address for the person requesting access)

Add a Partner	×
Would you like to grant access or request access from someone else?	
Grant access to my partner	
○ Request access from my partner	
Enter your partner's email address:	
New.Partner@mail.com	
1 of 3 • •	Cancel



10. Add an Access Level of 3, 2, 3, 2 (The most important one is Locations and Jobs, which needs All Fields Access Level 3)



#### 11. Click Next

Cancel	(NEXT)

12. Click Finish



Note: All staff will be assigned to this partner if permissions are granted to your organization.



PREVIOUS 3 of 3 • • •