# Manage Users

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# Add Users

You must have admin privileges to add users.

Users must have a Cisco.com account because they must enter their Cisco.com username and password to log in.

**Step 1** In the main window, click **Settings** in the bottom-left corner.

**Step 2** Click **Users**.

> **Note** The **Users** menu appears for users with Admin privileges only.

**Step 3** Click **Add User**.

**Step 4** Specify whether the user is **Enabled** (default) or **Disabled**.

Disabled users can't log in.

**Step 5** Enter the user's email address specified in their Cisco.com user profile.

To add multiple users, separate each email address with a space, a comma (,) or a semicolon (;).

**Step 6** Select the user's role, which determines what tasks they can perform. See User Roles, on page 2 for more information.

**Step 7** The Provider field displays the same provider to which you, as the Admin, belong.

**Step 8** Click **Save**.

# User Roles

A user role defines the permissions users have to perform tasks. The following table describes the user roles and tasks for which they have permissions.

**Table 1: User Role and Permission Descriptions**

| User Role | Permissions |
|---|---|
| Admin | Can perform all tasks including adding and editing users. |
| Read/write | Can perform all tasks except adding and editing users. |
| Read Only | Can read all data and modify their user settings only. |

# Change User Permissions

You modify a user's role to determine which tasks that user can perform. You must have admin privileges to modify user permissions.

**Step 1** In the main window, click **Settings** in the bottom-left corner.

**Step 2** Click **Users**.

**Note** The **Users** menu appears for users with Admin privileges only.

**Step 3** Check the checkbox of the user whose permissions you want to change. You can check multiple users at the same time.

**Step 4** Click **Edit**.

**Step 5** To suspend a user's permissions, check the first **Edit Value** checkbox and select **Disabled** from the drop-down **State** list. The user can't log in until you change the status to **Enabled**.

**Step 6** To change a user's role, check the second **Edit Value** checkbox and select a role from the drop-down **Role** list. See User Roles, on page 2 for more information about what tasks each role can perform.

**Step 7** Click **Next**.

**Step 8** Review the changes and click **Save**.

# View User Profiles

You can view a user profile to see their role, status, and last login. You must have admin privileges to view user profiles.

**Step 1** In the main window, click **Settings** in the bottom-left corner.

**Step 2** Click **Users**.

**Note** The **Users** menu appears for users with Admin privileges only.

A table lists all the users and their role, status, and last login.

**Step 3** To modify a user's access, click on the user email address. See Change User Permissions, on page 2 for more information.

**View User Profiles**