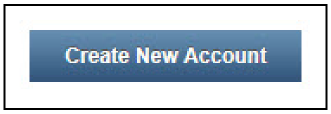
User Management

To access User Management, go to **User Administration** > **User Management**. You are prompted to verify your account with email authentication. Follow the on-screen instructions to complete this process. The authentication email goes to your account recovery email address.

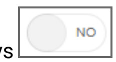
Create a user account

1. On the User Management page, select **Create New Account**.



2. Complete the form. Note that if you enter an email address that is set up for Single Sign-On, the user can sign in with just their email address.
3. Select **Create User**. The new user receives an email with instructions for activating their account.

   The Connect Permission Roles page appears. You will set up the user's permission roles, additional services, administrator rights, and email notifications as you navigate through the next few pages.

   To assign/enable roles, services, rights, and notifications for the user, switch the toggle keys  to **Yes**. Where applicable, select the **Client IDs** field to choose which client IDs the new user will access.
4. Select **Save Changes**.

Edit a user account

1. On the User Management page, find the user's account, and select the user's edit icon .
   - **Profile tab**: Edit any fields, and select **Save**.
   - **Permissions tab**: Use the toggle keys  to assign or un-assign connect services and administrator rights. Select the **Client IDs** field to choose which client IDs the user will access.
2. Select **Save Changes** at the bottom of the page.

Reset a user password

1. On the User Management page, find the user's account.
2. Select the **Reset Password** icon . The user receives an email with instructions for resetting their password.

For detailed User Management instructions, see [User Management Help].