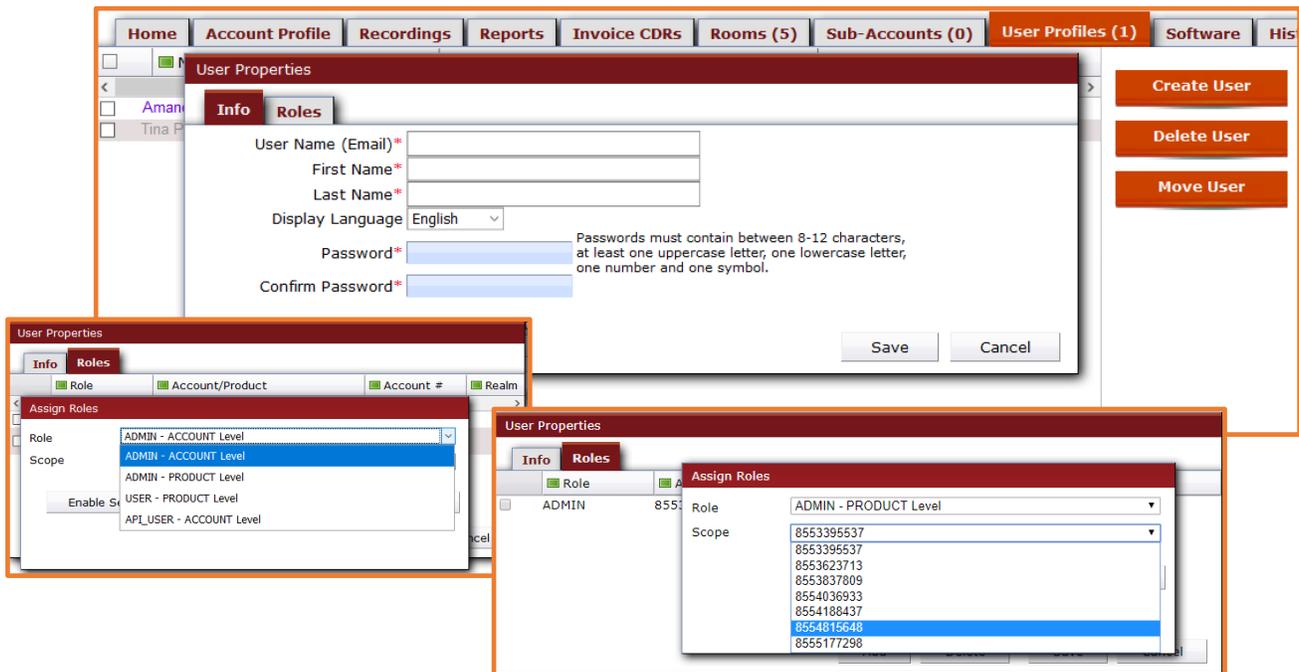# Manage Users

> The ACCOUNT ADMIN uses **OAM** (*Online Account Management*) to create new users and manage existing users.

Create a New User

- Click the **User Profiles** Tab
  - Click **Create User** button
  - Enter User's **Email address**
  - Enter User's **First Name**
  - Enter User's **Last Name**
  - Create a **Password** and its confirmation
  - Click the **Roles** Tab
  - Assign New User the Role(s) you wish them to have
    - **Admin- Account:** Full account access, Add Rooms, Add Users, Disable/Enable existing users, Access and reset host pins
    - **Admin-Product:** Room Admin, Admin Access only to assigned room(s) from the dropdown menu **Scope**
  - Click **Save**

Manage Users

- From the **User Profiles** Tab
  - Click the user's name to view/modify his/her information and/or roles, or disable/enable the user from the menu **User Status** of the **Info** tab (useful if too many erroneous passwords have been entered by one of your users)
  - Select the Check Box in front of the user you wish to delete and Click the **Delete User** button