

## **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
  - o Enter User's Email address
  - Enter User's First Name
  - Enter User's Last Name
  - o 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
  - o Click Save

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## Manage Users

- From the User Profiles Tab
  - Click the user's name to <u>view/modify</u> his/her information and/or roles, or <u>disable/enable</u> 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)
  - o Select the Check Box in front of the user you wish to delete and Click the Delete User button