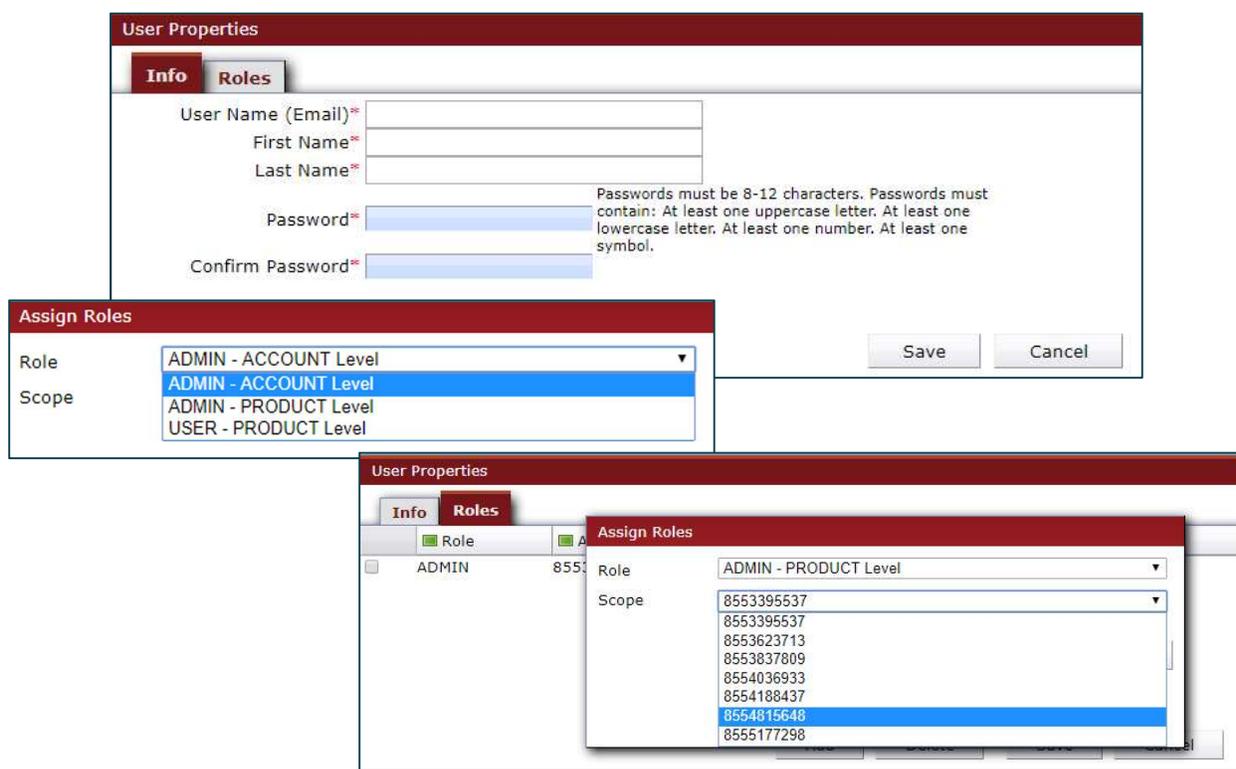# Manage Users

The Account Admin can use OAM (Online Account Management) to create new users and manage existing users.

Create a New User

- Click the **User Profiles** Tab
    - o Click **Create User**
    - o Enter User's **Email address**
    - o Enter User's **First Name**
    - o Enter User's **Last Name**
    - o Create a **Password**
    - o Click the **Roles Tab**
        - ▪ **Admin- Account:** Full account access, Add Rooms, Add Users, Access and reset host pins
        - ▪ **Admin-Product:** Room Admin, Admin Access to assigned room(s)
    - o Assign New User the Role(s) you wish them to have
    - o Click **Save**

Manage Users

- Click the **User Profiles** Tab
    - o Select the Check Box in front of the user you wish to delete
    - o **Click Delete User**