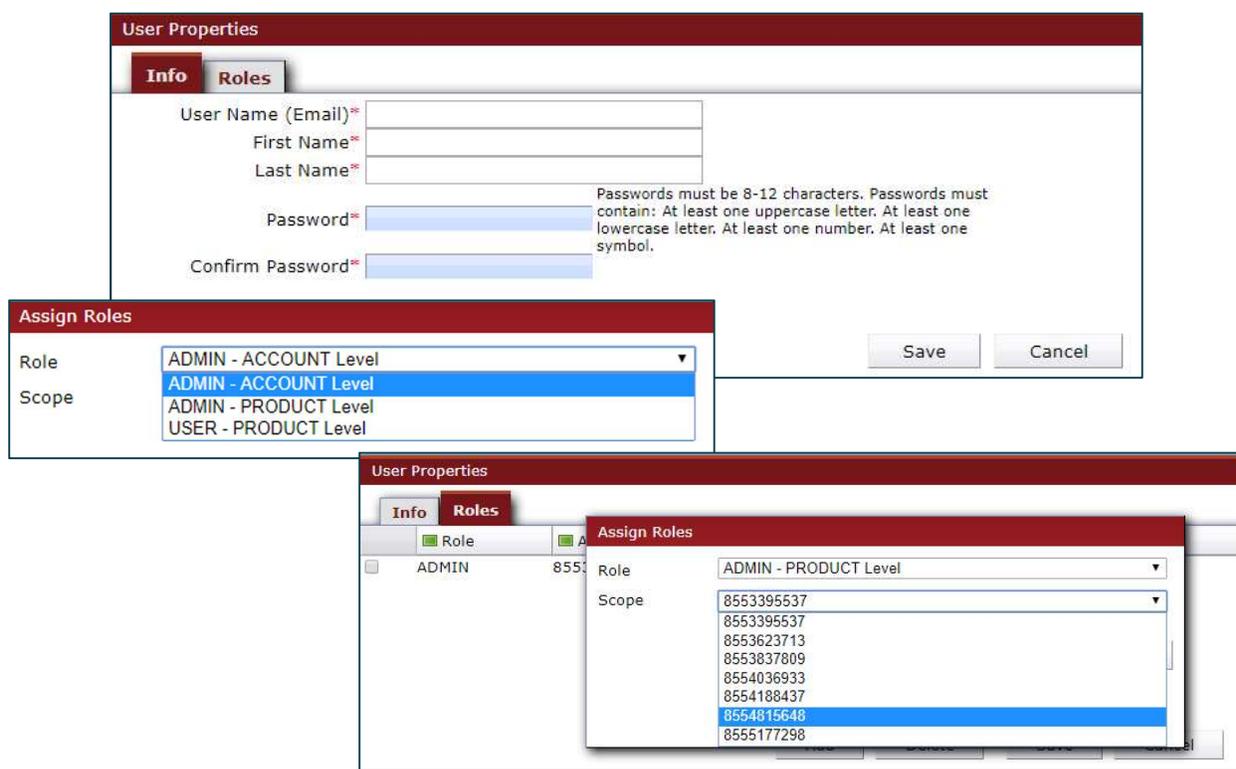


Manage Users

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
 - Click **Create User**
 - Enter User's **Email address**
 - Enter User's **First Name**
 - Enter User's **Last Name**
 - Create a **Password**
 - 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)
 - Assign New User the Role(s) you wish them to have
 - Click **Save**



User Properties

Info **Roles**

User Name (Email)*:

First Name*:

Last Name*:

Password*:

Confirm Password*:

Passwords must be 8-12 characters. Passwords must contain: At least one uppercase letter. At least one lowercase letter. At least one number. At least one symbol.

Assign Roles

Role: ADMIN - ACCOUNT Level

Scope: ADMIN - ACCOUNT Level

ADMIN - PRODUCT Level

USER - PRODUCT Level

Save Cancel

User Properties

Info **Roles**

Role	Scope
<input type="checkbox"/>	ADMIN 8553395537

Assign Roles

Role: ADMIN - PRODUCT Level

Scope: 8553395537

8553395537

8553623713

8553837809

8554036933

8554188437

8554815648

8555177298

Manage Users

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