

# **Managing users**

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## List users

The Users page provides the following views of user accounts:

- Current Accounts lists users in your enterprise that have been Invite a user to your enterprise.
- **Pending Invitations** lists users who have been **Invite a user** to join your enterprise but haven't yet activated their accounts.
- Disabled Accounts lists users whose accounts have been Remove a user account.

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	Overview	Users				Invite User
R	Users	4 Current Accounts	2 Pending Invitations	1 Disabled Accounts		
•	Domains					
P	Identity Providers	Email address	First name	Last name	Status	
		user1@example.com	User1	Lastname1	Active	
		user2@example.com	User2	Lastname2	Active	
		user3@example.com	User3	Lastname3	Active	
		user4@example.com	User4	Lastname4	Active	
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#### Invite a user

Enterprise administrators can invite a user to join an enterprise.

Select the Users tab.				
Click Invite User.				
Enter the user's first name, last name, and email address.				
Click Invite.				
Invited users are sent an email with an activation link that expires in one hour. Invitations that haven't been activated yet can be viewed under <b>Pending Invitations</b> (see List users).				
Note	Account activation emails are not sent to users in enterprises that have integrated an identity provider with Security Cloud Sign On.			
	Select th Click <b>In</b> Enter the Click <b>In</b> Invited u can be v <b>Note</b>			

### Edit a user

An enterprise administrator can edit a user's first and last name. A user's email address can't be changed.

Step 1 Click Users in the left navigation, then click Current Users.

- **Step 2** Click the menu icon and select **Edit**.
- **Step 3** Edit the user's first name or last name.
- Step 4 Click Update.

### **Reset user password**

Enterprise administrators can reset the password for users who belong to a verified email domain.

- **Step 1** Click Users in the left navigation pane.
- **Step 2** Under the **Current Accounts** tab, locate the user whose password is to be reset.

**Step 3** Click the three-dot menu icon adjacent to the user name and select **Reset password**.

On the next sign-in, that user is prompted to reset the password.

### **Remove a user account**

An enterprise administrator can remove a user account from the enterprise.

**Step 1** Click Users in the left navigation pane.

Step 2 In the Current Accounts tab, click the three-dot menu adjacent to the user entry that you want to delete, and select Remove user.

**Step 3** In the **Remove User** dialog box, click **Remove**.

The user account is removed from the enterprise and the user will no longer have access to any of the products within the enterprise.

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