Creating and Modifying User Accounts

You can create, activate, deactivate, update, or delete user accounts if you have the System User Manage permission.

You must assign a role to a user to allow them to log in to the RiskVision solution. A warning symbol displays next to users who are configured without a role.

To configure user account:

1. In the Administration application, go to **Users** > **Users**.
2. To create a new account, click **New**.

   To modify an existing account, select a user, click Details, and then click Edit.
3. Enter the user information:
   - User name: The user's login ID. Note that user name cannot be changed once the user account is created.
   - Password: A password for the RiskVision solution. Passwords must be at least eight characters long, and must contain at least one digit and at least one alphabetic character.
   - Confirm password: Retype the password.
   - First name: Type the user's first name as you want it to display in other fields of the RiskVision solution, such as Entity Ownership. Many default e-mail templates use the recipient's first name as a greeting.
   - Middle initial: Type a single letter.
   - Last name: Type the user's last name as you want it to display in the RiskVision solution.
   - E-mail address: Type the full e-mail address of the user. Users enter their e-mail address (or User name) when they log in to the RiskVision solution. They also receive notifications at this address.
   - Force Password Change: Check the box to require that the user change their password the next time they log in.
   - Allow user to access RiskVision: Activate or deactivate an user account. An user account that is deactivated (suspended) will not allow a user to access the RiskVision.
4. Click **OK** to add the user or **Save** if you are modifying an existing account.

The user is created and the details page displays.