



# Manage users

## NetApp Keystone

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# Manage users

## Overview

This section describes how to manage users:



Managing users requires customer administrator access.

- View a list of users.
- Add a user.
- Modify user details such as first name, last name, display name, the tenancies to which the user has access, and the role of the user within those tenancies.
- Delete a user.

## View a list of users

The Users list displays a list of all the users in the tenancies that the logged-in user has access to. To view the list, select **Administration > Users** from the menu.

The list displays simple information about each user such as the user name, first and last name, email address, primary tenancy, and date created.

The action icons next to each user allow you to modify or delete the user.

## Add a user

This section describes how to add a user.

### Before you begin

You will need:

- The tenants to which the user should be given access.
- The role that the user will be granted within each tenancy. A user can have only one role within a tenancy.

### Steps

1. Select **Administration > Users** from the menu.
2. Click **Create User**.
3. In the Create User dialog box, specify the user name, email address, first name, last name, display name, and password for the user.
4. Select the primary tenant and the role of the user in that tenancy.
5. To add additional tenancies, click **Add Tenancy** to display new entry fields and select the tenant and the role of the user in that tenancy.
6. Click **Create**.

# Modify user details

Use this method to modify a user's details. You can:

- Modify the user's first name, last name, and display name.
- Add or remove tenancies to which the user has access.
- Modify the role of the user in each tenancy to which the user has access.

## Steps:

1. Select Administration > Users from the menu.
2. Locate the user in the list and click the Edit icon.
3. On the Edit User dialog box, make any changes as required.
4. To change the role of the user in a tenancy, locate the tenancy in the Tenancies list and select the new role.
5. To grant the user access to another tenancy, click **Add Tenancy** and select the Tenant and the Role of the user in that tenancy in the new entry fields.
6. To remove access for the user to a tenancy, locate the tenancy in the Tenancies list and select the Delete icon.
7. Click **Update**.

# Delete a user

Use this method to delete a user.



It is not possible to recover a deleted user.

## Steps

1. Select Administration > Users from the menu.
2. Locate the user in the list and click the Delete icon.
3. In the Confirm Delete dialog box, enter the name of the user to be deleted.
4. Click **Confirm**.

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