

Managing User Accounts



iCare Portal Quick Start Guide

Allstream provides user management tools that allow you to add users and update or remove user information related to your account. You can easily unlock accounts, update passwords and email addresses, and modify persona roles using the **User Management** page. To begin, open **User Management** from the **User** drop-down list.



User Management

User Management				
User ID	Account ID	E-mail	Name	Last Login
M	80080	maneba@allstream.com	P, M	2/21/2019

Use the tools on the right side of the **User Management** page to create, edit, or delete user accounts.

User Account Update: M(maneba@Allstream.com) X

Account Locking UNLOCK ACCOUNT
This account is currently locked.

Reset Password SEND PASSWORD RESET EMAIL
This button sends an email to the user allowing them to reset their own password.

Temporary Password SET TEMPORARY PASSWORD
If a user is unable to receive the password reset email, you can set a temporary password here and give it to them verbally. The user will be forced to set a new password when they log in with the temporary password.
P@ssw0rd000

Email UPDATE EMAIL
maneba@Allstream.com

Personas UPDATE PERSONAS
 Administrator Billing
 Bandwidth On Demand Network Admin
 Order Management Reporting
 Sales Trouble Management and Repair

CLOSE

1 Edit an Account

Create an Account

User Name
First Name
Last Name
Email Address
Confirm Email Address
Job Title
Telephone Number
Cell Phone Number

Select Personas
 Administrator Billing
 Bandwidth On Demand Network Admin
 Order Management Reporting
 Sales Trouble Management and Repair

Each persona carries different user permissions. To learn more, hover your cursor over a persona for details.

CANCEL ADD ACCOUNT

2 Create an Account

integracare.integratelecom.com says

Delete this user?

OK Cancel

3 Delete an Account