

User Management

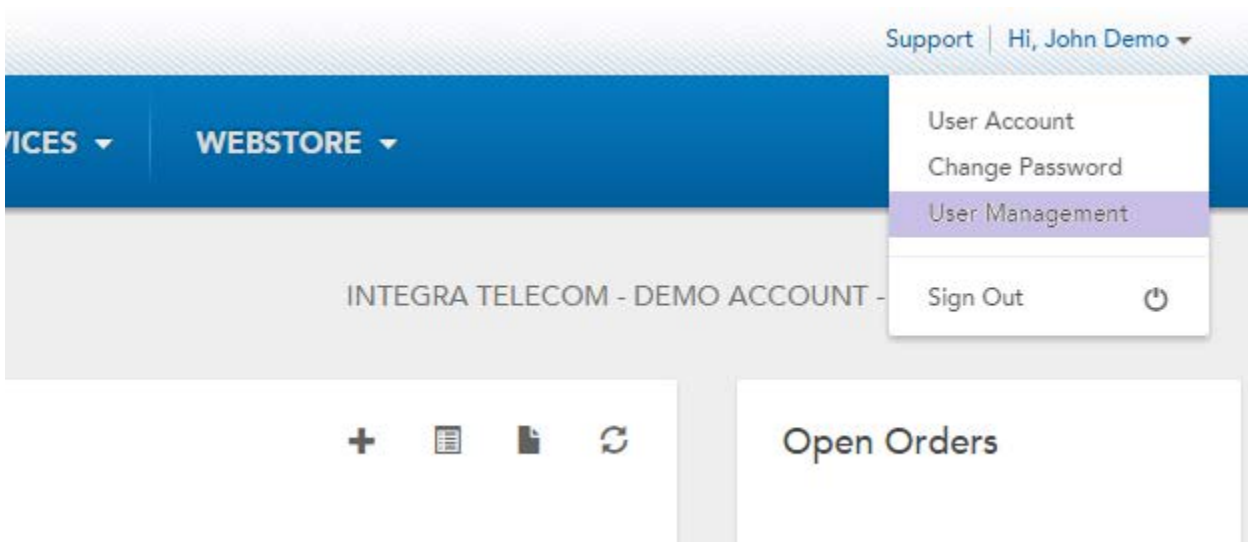
Quick Start Guide



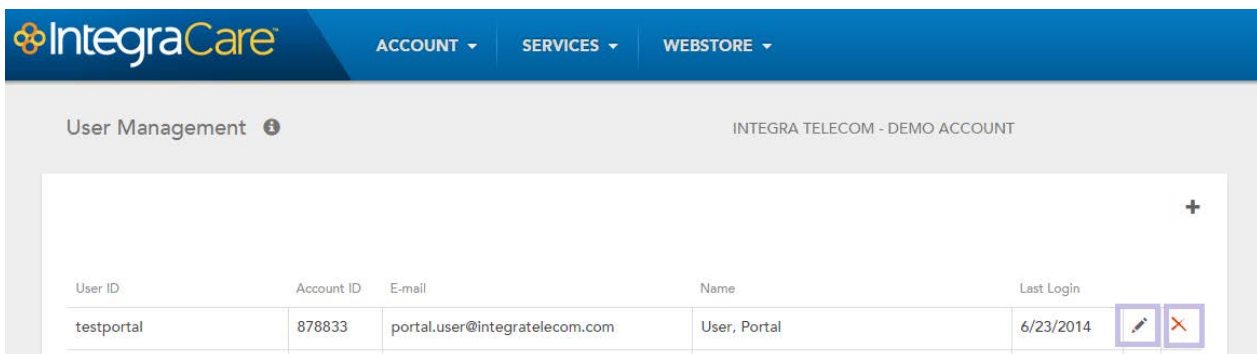
Creating & Managing User Profiles

Now, it is simple to add users to your IntegraCare account and update user information with just a few clicks. Easily unlock accounts, update passwords, set up temporary passwords, update emails, and edit persona roles in the User Management section.

1. Begin by clicking on your username and selecting **User Management** in the dropdown.



2. A list of all users will be available. To delete a user, click the **X** symbol right of the user. To edit user preferences, click on the **pencil** icon right of the user.



- Here, you can manage the account by locking or unlocking it, resetting the password, setting up a temporary password, updating the email address, and editing the personas. Once you are done making changes, click the button on the right associated with the change made (such as **Lock Account** or **Update Email**), then select **Close**.

User Account Update: testportal(portal.user@integratelecom.com) ×

<p>Account Locking</p> <p>This account is currently unlocked.</p>	<p>LOCK ACCOUNT</p>
<p>Reset Password</p> <p>This button sends an email to the user allowing them to reset their own password.</p>	<p>SEND PASSWORD RESET EMAIL</p>
<p>Temporary Password</p> <p>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> <p>_____</p>	<p>SET TEMPORARY PASSWORD</p>
<p>Email</p> <p>portal.user@integratelecom.com</p> <p>_____</p>	<p>UPDATE EMAIL</p>
<p>Personas</p> <p> <input type="checkbox"/> Administrator <input checked="" type="checkbox"/> Billing <input checked="" type="checkbox"/> Network Admin <input type="checkbox"/> Order Management </p>	<p>UPDATE PERSONAS</p>

Each persona carries different rights. To learn more about personas, please see the *Personas Guide* within your customer portal.