

# Managing Portal Users

Portal users are given default View Only access to the Command Centers they oversee. All new Portal users are assigned the sysAdmin and Viewer roles. This allows Portal users to edit the properties of Command Centers within the Portal, but blocks them from making changes to the Command Centers. A Portal user must log in to a Command Center directly, with the user type Manager or SysAdmin to make changes to a Command Center. Portal users can only update their own Portal password.

Superusers can add user accounts to the *Portal* from its GUI or CLI. Superusers cannot, however, add user accounts to *Command Centers* from the Portal GUI or CLI interfaces. Portal users have View-only access when they switch to the Command Center context.

## Adding Portal Users

Only a Portal user with the Superuser flag can add user accounts in Portal. The Superuser flag is enabled in the Portal CLI.

1. Browse to **Settings > Users**.
2. Click **Add User**.
3. Complete the form and click **Create**.  
Usernames can be a combination of alphanumeric characters but cannot start with number. The maximum number of characters for a username is 32. Special characters are not allowed. Examples of valid usernames are *admin1* and *manager0056*. Invalid usernames are *1admin* and *1005m*. Passwords can be any combination of alphanumeric characters and special characters are allowed.
4. The new username displays.

## Editing Portal Users

Only a Portal user with the Superuser flag can edit user accounts in Portal. The Superuser flag is enabled in the Portal CLI.

1. On the **Settings > Users** page, select the username you want to update.
2. Click **Edit User**.
3. Revise the form fields as needed.
4. Click **Update**.

## Deleting Portal Users

Only a Portal user with the Superuser flag can delete user accounts in Portal. The Superuser flag is enabled in the Portal CLI.

1. On the **Settings > Users** page, select the username you want to delete.
2. Click **Delete User** and **OK**.  
The username is deleted.