

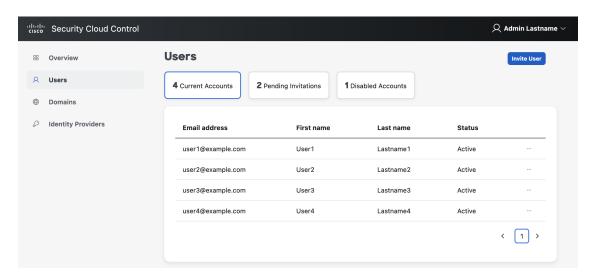
Managing users

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List users

The **Users** page provides the following views of user accounts:

- Current Accounts lists users in your enterprise that have been Invite a user to your enterprise.
- **Pending Invitations** lists users who have been **Invite a user** to join your enterprise but haven't yet activated their accounts.
- Disabled Accounts lists users whose accounts have been Remove or disable a user account.



Invite a user

Enterprise administrators can invite a user to join an enterprise.

- **Step 1** Select the **Users** tab.
- Step 2 Click Invite User.
- **Step 3** Enter the user's first name, last name, and email.
- Step 4 Click Invite.

Invited users are sent an email with an activation link that expires in one hour. Invitations that haven't been activated yet can be viewed under **Pending Invitations** (see List users, on page 1).

Note

Account activation emails are not sent to users in enterprises that have integrated an identity provider with Security Cloud Sign On.

Edit a user

An enterprise administrator can edit a user's first and last name. A user's email address can't be changed.

- Step 1 Click Users in the left navigation, then click Current Users.
- Step 2 Click the menu icon and select Edit.
- **Step 3** Edit the user's first name or last name.
- Step 4 Click Update.

Reset user password or MFA settings

Enterprise administrators can reset the password and MFA credentials for users that belong to a verified email domain.

Step 2 Under Current Accounts, locate the user whose password or MFA settings you want to reset and click the icon menu

- a) To reset the user's password, select **Reset password**.
- b) To reset the user's MFA settings, select **Reset MFA**.

The next time the user signs on, they will be prompted reset their password or set up their Duo MFA credeauthentication factors.

Remove or disable a user account

- **Step 1** Select the **Users** tab.
- Step 2 Under Current Accounts, locate the user account to remove or disable and click the icon menu
 - a) To remove a user from the enteprise, select **Remove**.
 - b) To disable the user's account, select **Disable**.

Remove or disable a user account