Generate an Admin Invite to Your Umbrella Dashboard

Contents

Introduction

This document describes how to invite an existing Cisco Umbrella user as an Administrator for your organization.
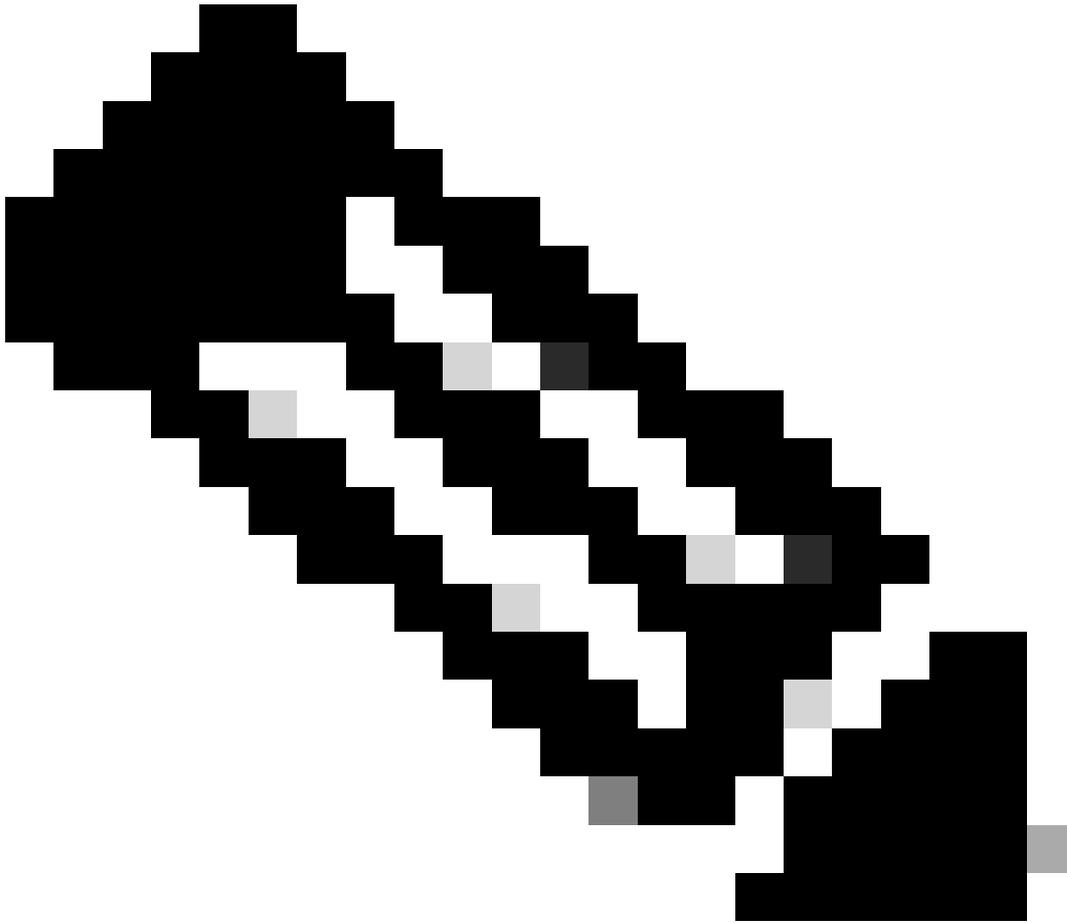
Invite an Admin to a Cisco Umbrella Dashboard

1. Within Umbrella Dashboard, navigate to **Admin > Accounts.**

2. On the top right corner, select the **New** button.

Overview.png

3. Enter the email address of the user that you want to add to the dashboard.

4. Select appropriate user role (**Delegated Admin Role**).

5. Select **Invite**.

Note: For more information in regard to User Roles, please read the Umbrella documentation: Manage Umbrella User Roles.

img2.png

6. After you successfully invited the user, they receive an email in their inbox like the one in this screenshot. Once they click on the link, the user is then prompted to create a new account with Cisco Umbrella.

Email.png

7. Upon clicking the link, the user is then directed to an Umbrella login page. The user must then input their details like in this screenshot:

CISCO

Welcome aboard!

Enter your information below. Once your password is set, you can log in to the Umbrella dashboard.

First Name

Last Name

Email

Password

Confirm Password

Passwords must:

- Be between 8 and 256 characters long
- Contain at least one uppercase and one lowercase letter
- Contain at least one digit and one special character (for example: *, $, or π)