

Manage User Accounts on WAP121 and WAP321 Access Points

Objective

User accounts allow multiple people to access the device at one time, but only the admin can have all the privileges such as read and write permissions while all the other users have only read permissions. With this, you can allow people to view the configuration of the device without the risk of unapproved changes to the actual settings. Read permissions help to understand the configurations on the device so it easier to troubleshoot the network. This article explains how to create multiple user accounts on the WAP121 and WAP321.

Note: To manage the password complexity for users, you can refer to the article *Password Complexity Configuration on the Cisco WAP121 and WAP321 Access Points*.

Applicable Devices

- WAP121
- WAP321

Software Version

- 1.0.3.4

Management of User Accounts

Step 1. Log in to the web configuration utility and choose **Administration > User Accounts**. The *User Accounts* page opens:

User Account Table					
	User Name	User Level	New Password	Confirm New Password	Password Strength Meter
<input type="checkbox"/>	cisco	Read/Write Access			

If you want to create new user go to [Add New User Accounts](#).

If you want to edit or delete a user from the user accounts go to [Edit/Delete User Accounts](#).

[Add New User Accounts](#)

User Accounts

User Account Table					
	User Name	User Level	New Password	Confirm New Password	Password Strength Meter
<input type="checkbox"/>	cisco	Read/Write Access			
<input type="button" value="Add"/> <input type="button" value="Edit"/> <input type="button" value="Delete"/>					
<input type="button" value="Save"/>					

Step 1. Click **Add** to create a new user.

Note: "cisco" is the pre-configured user and it has access to read and write. It is recommended to change the default username and password. All other users have access to read only.


User Accounts

User Account Table					
	User Name	User Level	New Password	Confirm New Password	Password Strength Meter
<input type="checkbox"/>	cisco	Read/Write Access			
<input checked="" type="checkbox"/>		Read Only Access			
<input type="button" value="Add"/> <input type="button" value="Edit"/> <input type="button" value="Delete"/>					
<input type="button" value="Save"/>					

Step 2. Check the check box located to the left of the User name if you would want to configure the new user account.

Step 3. Click **Edit** to edit the properties of the new created user.

User Accounts

User Account Table					
	User Name	User Level	New Password	Confirm New Password	Password Strength Meter
<input type="checkbox"/>	cisco	Read/Write Access			
<input checked="" type="checkbox"/>	User2	Read Only Access	 Strong
<input type="button" value="Add"/> <input type="button" value="Edit"/> <input type="button" value="Delete"/>					
<input type="button" value="Save"/>					

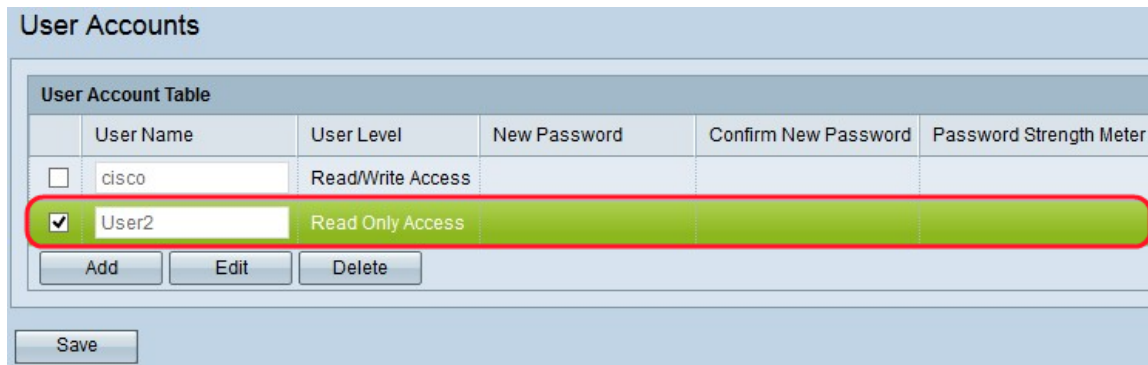
Step 4. Enter the new username in the User Name entry field, with the entered user name the users can log in into the device. This allows multiple people to access the device at one time. The username must be in between 1 to 32 alphanumeric characters and no special characters are allowed.

Step 5. Enter the new password and confirm the new password in the New Password and Confirm New Password entry fields respectively. The password length must be more than 8 characters and less than 64 characters.

The Password Strength Meter provides the information about how strong is the entered password. The color indicates the password strength. For example if it is green, the password is strong, but red means password is weak. Strong and weak indicates the complexity of the password.

Step 6. Click **Save** to save the changes made on the user accounts.

Edit/Delete User Accounts

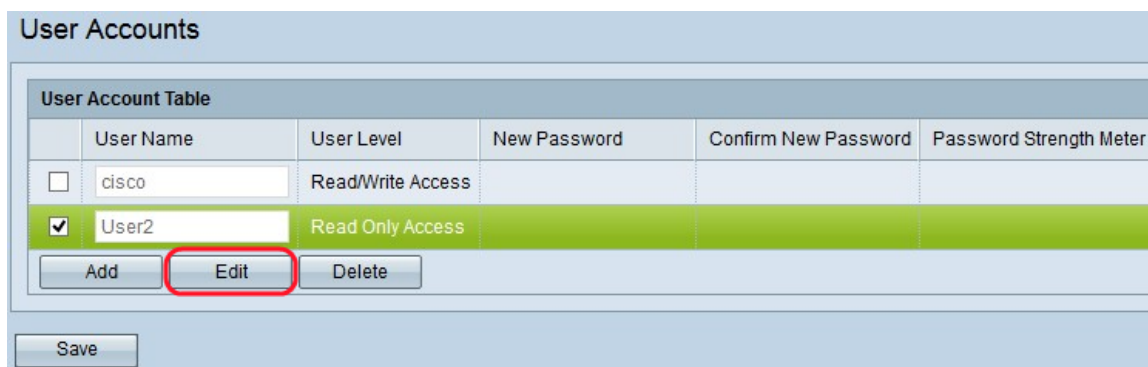


The screenshot shows the 'User Accounts' interface. At the top is a 'User Account Table' with the following columns: User Name, User Level, New Password, Confirm New Password, and Password Strength Meter. The table contains two rows: 'cisco' with 'Read/Write Access' and 'User2' with 'Read Only Access'. The 'User2' row is highlighted in green and has a red checkmark in the first column. Below the table are three buttons: 'Add', 'Edit', and 'Delete'. At the bottom of the interface is a 'Save' button.

Step 1. Check the check box located to the left of the user you would like to edit or delete.

If you want to delete the user account from the User Account table follow the [Delete User Account](#) section.

Edit User Account



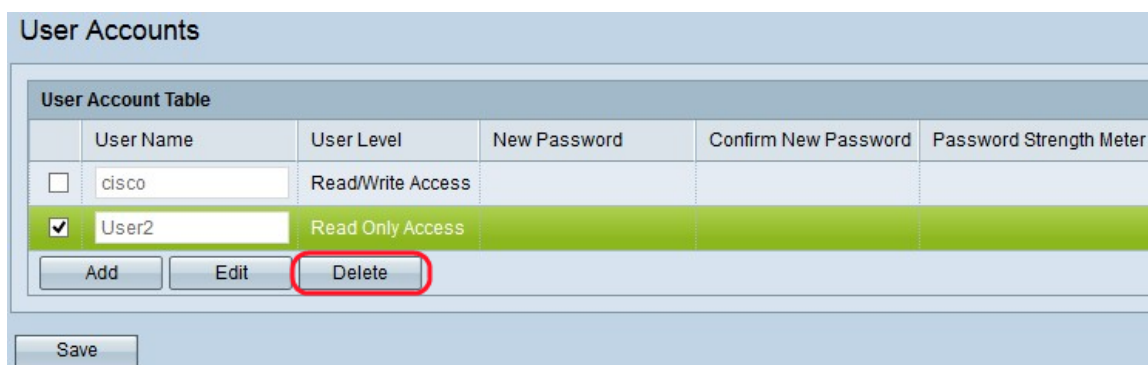
This screenshot is identical to the previous one, but the 'Edit' button below the table is circled in red.

Step 1. Click **Edit** to edit the desired user account from the User Account Table.

Step 2. Enter the desired changes in the User Name, New Password, and Confirm New Password fields for the respective user.

Step 3. Click **Save** to save all changes made on the User Account Table.

Delete User Account



This screenshot is identical to the previous ones, but the 'Delete' button below the table is circled in red.

Step 1. Click **Delete** to delete the desired user account from the User Account table.

Step 2. Click **Save** to save all the changes made on the User Account table.