Manage Users

Change User Password

You can change the password to log in to the DNA Center server.

Procedure

Step 1 Click the gear icon ⚙ in the upper right corner, then select **System Settings**.

Step 2 Click the **User Management** tab, then click **Change Password**.

Step 3 Complete the required fields, then click **Update**.

Edit User Roles

You can modify user's roles to control which functions they can perform.

Procedure

Step 1 Click the gear icon ⚙ in the upper right corner, then select **System Settings**.

Step 2 Click the **User Management** tab, then click **Internal Users**. This list of users and their respective role is displayed.

Step 3 Click **Edit** next to the user whose role you want to modify.

Step 4 Select a role from the Role pulldown menu, then click **Save**.

Change Password Policy

You can change the number of invalid attempts users can make before they are temporarily locked out of the DNA Center server. You can also modify how long users must wait before attempting to log in again.

Procedure

Step 1 Click the gear icon ⚙ in the upper right corner, then select **System Settings**.

Step 2 Click the **User Management** tab, then click **Password Policy**.

Step 3 Enter a number in the **Number of Invalid Attempts** field. If you enter *0*, users can enter as many attempts as necessary without being locked out of the server.

Step 4 In the **Temporary Account Lock** field, select a time value in which users are temporarily locked out of the DNA Center server.

Step 5 Click **Save**.

Change Authentication Timeout

You can specify when DNA Center automatically logs off users.

Procedure

Step 1 Click the gear icon ⚙ in the upper right corner, then select **System Settings**.

Step 2 Click the **User Management** tab, then click **Authentication Time Out**.

Step 3 In the **Idle Timeout** field, select a time value for which idle users will be automatically logged out if they exceed. The default idle timeout value is 30 minutes.

Step 4 In the **Session Timeout** field, select a time value for which users will be automatically logged out if they exceed. The default idle session timeout value is 6 hours.

Step 5 Click **Save**.