



Manage Active Users and User Account

This chapter explains how to communicate with active users and manage the user in Cisco Prime Provisioning.

This chapter contains the following sections:

- [Active Users, page 1-1](#)
- [User Account, page 1-1](#)

Active Users

Step 1 Choose **Administration > Active Users > Active Users**.

The Active Users window appears that shows the currently logged users.

Step 2 To disconnect the active user, you should have the privileges of **SysAdmin** or **UserAdmin** and need to perform the below steps:

- a. Check the checkbox of the active user.
- b. To disconnect the active user, click **Disconnect**.



Caution

As soon as you disconnect the active user, their current login sessions are terminated and their unsaved work is lost.

Step 3 To exit from Active Users window, choose another feature from the main product tabs.

User Account

Step 1 Choose **Administration > Account > User Account**.

The User Account window appears that shows all the users.

Step 2 To change the password, permissions, personal information, and user preferences, and click **Edit**.

Step 3 Click **Save** to save the changes or click **Cancel**.
