



# Manage Active Users and User Account

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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

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**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.

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

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## User Account

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**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**.

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