

# Managing User Accounts



## Allstream Portal Quick Start Guide

Allstream provides user management tools that allow you to add users and update or remove user information related to your account. You can easily unlock accounts, update passwords and email addresses, and modify persona roles using the **User Management** page. To begin, open **User Management** from the **User** drop-down list.



### User Management

User Management					2 +
User ID	Account ID	E-mail	Name	Last Login	1 3
M	80080	maneba@allstream.com	P, M	2/21/2019	 

Use the tools on the right side of the **User Management** page to create, edit, or delete user accounts.

User Account Update: M(maneba@Allstream.com) X

**Account Locking** UNLOCK ACCOUNT  
This account is currently locked.

**Reset Password** SEND PASSWORD RESET EMAIL  
This button sends an email to the user allowing them to reset their own password.

**Temporary Password** SET TEMPORARY PASSWORD  
If a user is unable to receive the password reset email, you can set a temporary password here and give it to them verbally. The user will be forced to set a new password when they log in with the temporary password.  
P!@ssw0rd000

**Email** UPDATE EMAIL  
maneba@Allstream.com

**Personas** UPDATE PERSONAS

<input type="checkbox"/> Administrator	<input checked="" type="checkbox"/> Billing
<input type="checkbox"/> Bandwidth On Demand	<input checked="" type="checkbox"/> Network Admin
<input type="checkbox"/> Order Management	<input type="checkbox"/> Reporting
<input type="checkbox"/> Sales	<input type="checkbox"/> Trouble Management and Repair

CLOSE

### 1 Edit an Account

Create an Account

User Name \_\_\_\_\_

First Name \_\_\_\_\_

Last Name \_\_\_\_\_

Email Address \_\_\_\_\_

Confirm Email Address \_\_\_\_\_

Job Title \_\_\_\_\_

Telephone Number \_\_\_\_\_

Cell Phone Number \_\_\_\_\_

**Select Personas**

<input type="checkbox"/> Administrator	<input type="checkbox"/> Billing
<input type="checkbox"/> Bandwidth On Demand	<input type="checkbox"/> Network Admin
<input type="checkbox"/> Order Management	<input type="checkbox"/> Reporting
<input type="checkbox"/> Sales	<input type="checkbox"/> Trouble Management and Repair

Each persona carries different user permissions. To learn more, hover your cursor over a persona for details.

CANCEL **ADD ACCOUNT**

### 2 Create an Account

### 3 Delete an Account

Once you click the **Delete** icon next to an account you want to remove, a confirmation message displays. Click **OK** to delete the account.