

Modifying User Accounts in VAR Admin

<https://campus.barracuda.com/doc/31412/>

The **User Configuration** dialog box displays the details of users in the VAR Admin website, which may be updated from this location.

Also, User Accounts may be locked out or unlocked by accessing the **User Configuration** page for a user. An account that has been locked out may not be used to login to the Hosted Console web console until it has been unlocked. Accounts may be locked out manually or automatically in response to a violation of the [Setting up and Enabling Account Policies in VAR Admin](#).

The **User** list can be used to choose which user is currently displayed.

To edit the details of a Hosted Console User

1. In the Hosted Console website, click **Configuration > User Management**.
2. Click the **Users** hyperlink.
3. Click the user from the Users listing.
4. Make any required changes to the **First Name**, **Last Name**, and **Email** boxes.
5. To change the **User Account** password, click the Reset Password hyperlink.
6. Enter the new password for the User Account in the **New Password** and **Confirm New Password** boxes.
The password must conform to the defined Account Policies.
7. Click the **Save** button to finalize the change or the **Cancel** button to abort the operation.
8. To disable the user account, select the **Account is Disabled** check box.
9. To prevent the user from being able to log into the Hosted Console website, select the **Account is Locked Out** check box.
10. Select a role.
11. Select a language.
12. Click **Save**.

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