
Adding and Removing Users

<https://campus.barracuda.com/doc/91980984/>

After you set up Barracuda WAF-as-a-Service, you can choose to give colleagues access to your account. This will enable them to view and/or change settings for Barracuda WAF-as-a-Service.

Adding a User to Your Account

To add a user to your account:

1. Log into <https://waas.barracudanetworks.com/> with your usual email and password.
2. Navigate to **Resources > User Management**.
3. Click **Add User**.
4. Add a unique **Name** and **Email Address** for the new user.
5. Select an **Account Role** for the new user, granting them permissions for certain functions. You can define additional Roles on the **Role Management** page, which will display as choices the Account Role menu for this step. Refer to [Managing Administrator Roles](#) for details. There are three default Account Roles, listed here. You cannot modify the default Roles.
 - **Administrator** – Full access to all applications, functionality and administrator management
 - **Manager** – Full access to all applications and functionality, but cannot view or configure administrators or roles
 - **Read Only** – Can view configurations and logs, but cannot make any changes
6. Click **Add**.


Additional action might be required:

- If the new user does not already have a Barracuda account, they will receive an email prompting them to create a Barracuda account. A message displays to let you know about this email.
- If the new user already has a Barracuda account, no further action is required.

The new user appears in the table on the **User Management** page. Under the **Actions** column, you can edit the settings for that user or remove a user entirely.

Removing a User from Your Account

To remove a user from your account:

1. While logged into the system, navigate to **Resources > User Management**.
2. Locate the user you want to remove.
3. In the **Actions** column for that user, hover over the three dots  and select **Remove**.
4. In the confirmation dialog, click **Remove** to remove that user from the current account. If the user has access to other Barracuda accounts, this action does not alter that access.
Optional. Before clicking **Remove**, select the **Also delete the <name> Barracuda account** checkbox to remove that user's entire Barracuda account. This is useful if the user is no longer with the organization.

You cannot select **Also delete the <name> Barracuda account** if the user has access to other accounts. First, delete the user's access to the other accounts, then you can delete the user.

Figures

1. threeDots.png

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