

## Managing Administrator Roles

<https://campus.barracuda.com/doc/91980986/>

When you add a new user to your WAF-as-a-Service account, you assign them an Account Role. This role gives them certain permissions.

There are three default Account Roles. 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

You can, however, define additional Roles on this page. These can be completely different Roles or can be slight changes to the default Roles. The Roles you create will become choices the Account Role menu when you add a user to your account. See [Adding and Removing Users](#) for details.

To create a new Role:

1. Log into <https://waas.barracudanetworks.com/> with your usual email and password.
2. Navigate to **Resources > Role Management**.
3. Click **Add Role**.
4. Provide a **Role Name** and **Description**. These values will appear in the **Account Role** menu when you add a new user.
5. Specify permissions that you want to grant or deny:
  - **Configuration Access** – Select whether this Role has **FullControl** to configure existing applications, **Read Only** access, or no access.
  - **Logging and Report Access** – Select whether this Role is able to read logs and reports on the **Reports** and **Audit Log** pages.
  - **Account Administration** – Select whether this user has permission to create or modify accounts for other users, as described in [Adding and Removing Users](#).
  - **Configure New Apps** – Select whether this user can set up new applications in the system, as described in [Getting Started](#).
  - **Schedule Reports** – Select whether this user can schedule reports to run on the **Reports** page.
  - **All Applications** – Select whether this Role has access to all applications in the system. If you want to limit access to only some applications, use the **Specify Applications** field below.
  - **Specify Applications** – Select specific applications you want this user to be able to access. If you do not select an application here, the application will not appear in the **Application** list for this user.
6. Click **Add**.

The new Role appears in the table on the **Role Management** page. Under the **Actions** column, you can edit the settings for that Role or remove a Role entirely. Note that you can view the default Roles, but you cannot edit or delete them.

To assign that Role to a user:

1. Navigate to **Resources > User Management**.
2. Follow the instructions described in [Adding and Removing Users](#).
  - For new users: Click **AddUser** and follow the steps described on the page.
  - For established users: Locate the appropriate entry in the **User Management** table, then from the **Actions** menu, select **Edit**. Select the appropriate Role. Then click **Save**.

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