

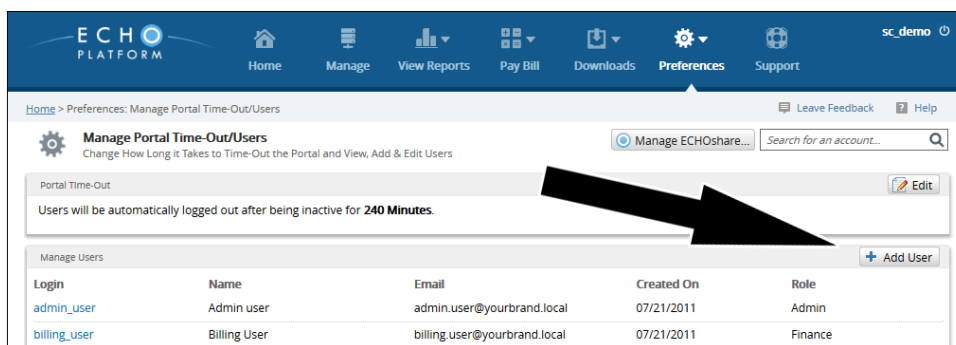
Creating a Portal / Cloud Control User Account

<https://campus.barracuda.com/doc/93196947/>

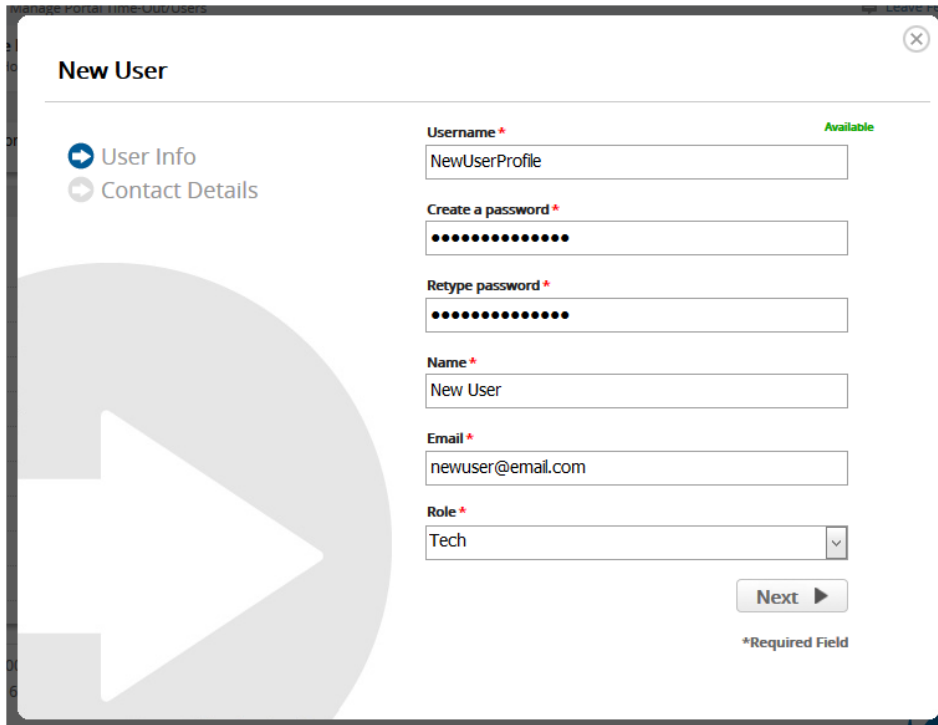
As a partner, you can create additional portal user accounts to provide role-based access for your staff. These accounts will allow your team to access the management portal with the permissions and access you specify.

Creating a Portal User Account

1. Log in to the [management portal](#) and go to the **Preferences** tab. Under **Preferences**, go to **Manage Portal Time-Out/Users**.
2. Click on the **Add User** button on the right side. This will bring up the **New User** window.



3. Fill in the username, password, name, and email address for the portal user. Under the **Role** field, set the permission level for the portal user. Those roles are summarized below. Click **Next** when you have filled in the required fields.
 - **Admin** - This user can do anything in the management portal.
 - **Tech** - A Tech user can create, edit, or delete backup sets, computer accounts, and templates.
 - **Tech No Delete** - This user is the same as a Tech one, however it lacks the ability to delete data, backup sets, computer accounts, or templates.
 - **Finance** - A Finance user is primarily for viewing and paying bills.



New User

➔ User Info
➔ Contact Details

Username * Available

Create a password *

Retype password *

Name *

Email *

Role *

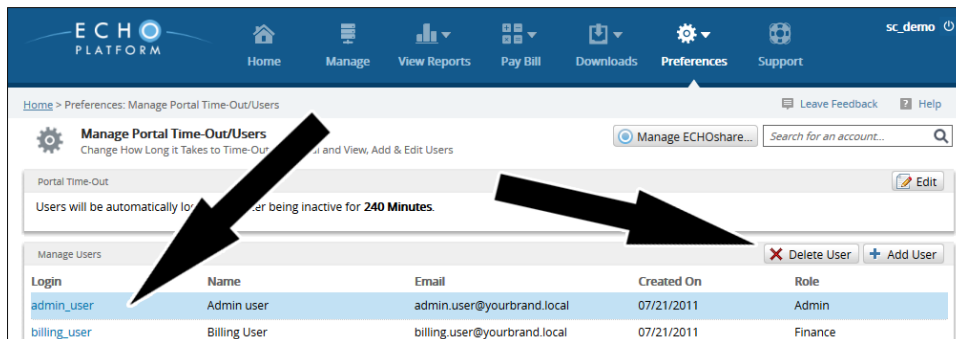
Next ➔

*Required Field

- On the next page, fill in the contact details for the portal user. Hit **Submit** to finish creating the user.

Deleting a Portal User Account

- Log in to the [management portal](#) and go to the **Preferences** tab. Under **Preferences**, go to the **Manage Portal Time-Out/Users**.
- Click in the row of a portal user to highlight it blue and hit the **Delete User** button.



ECHO PLATFORM

Home Manage View Reports Pay Bill Downloads Preferences Support

Home > Preferences: Manage Portal Time-Out/Users

Manage Portal Time-Out/Users
Change How Long it Takes to Time-Out and View, Add & Edit Users

Portal Time-Out
Users will be automatically logged out after being inactive for **240 Minutes**.

Manage Users

Login	Name	Email	Created On	Role
admin_user	Admin user	admin.user@yourbrand.local	07/21/2011	Admin
billing_user	Billing User	billing.user@yourbrand.local	07/21/2011	Finance

Delete User Add User

- You will be prompted for a password in order to delete the user. Enter the password you used to log into the management portal, hit **Submit**, then **Yes**.

Figures

1. addportaluser.png
2. createportaluser1.png
3. deleteportaluser.png

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