

How to Create New Administrator Accounts

https://campus.barracuda.com/doc/96011781/

Account owners can manage admins from the **Identity** page. The **Admins** tab will only be available to the account owners.

To create a new local admin:

1. Go to **Identity** and navigate to **Admins**. Click the + icon in the top right.

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Overview	Users 1 Groups 4	Devices 3	Admins 1		
A Identity	Q Search				•
Access	Who	Roles	Authentication type	Last login	
DNS security	E Emre	Owner	SSO	about 20 hours ago	
E Activity	1-1 of 1 items				
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					Q
<i></i>	Last login: Jul 12 2021 at 15:49 PM Cookie Preference	es			Version: v1.2.0

- 2. Add the following:
 - Name Name to identify the admin.
 - **Email** Enter the email address of the admin.
- 3. Select the Authentication type.
 - If you select **BCC** or **SSO**, you must configure IdP first. (Make sure that you configured your IdP correctly; otherwise, you might lose access to your account.)
 - If you cannot log into your account with BCC, please contact customer support.
 - If you select **Password**:
 - You can send an email to the new admin, and they can set their password, or
 - You can manually set a password for the new admin.
- 4. Select the required **Roles** for the admin. Role definitions are listed in the modal as shown below, and also in <u>How to Use the Admin API</u>.

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5. Click Create.

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Figures

- 1. add admin 1.png
- 2. add admin 2.png

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