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.
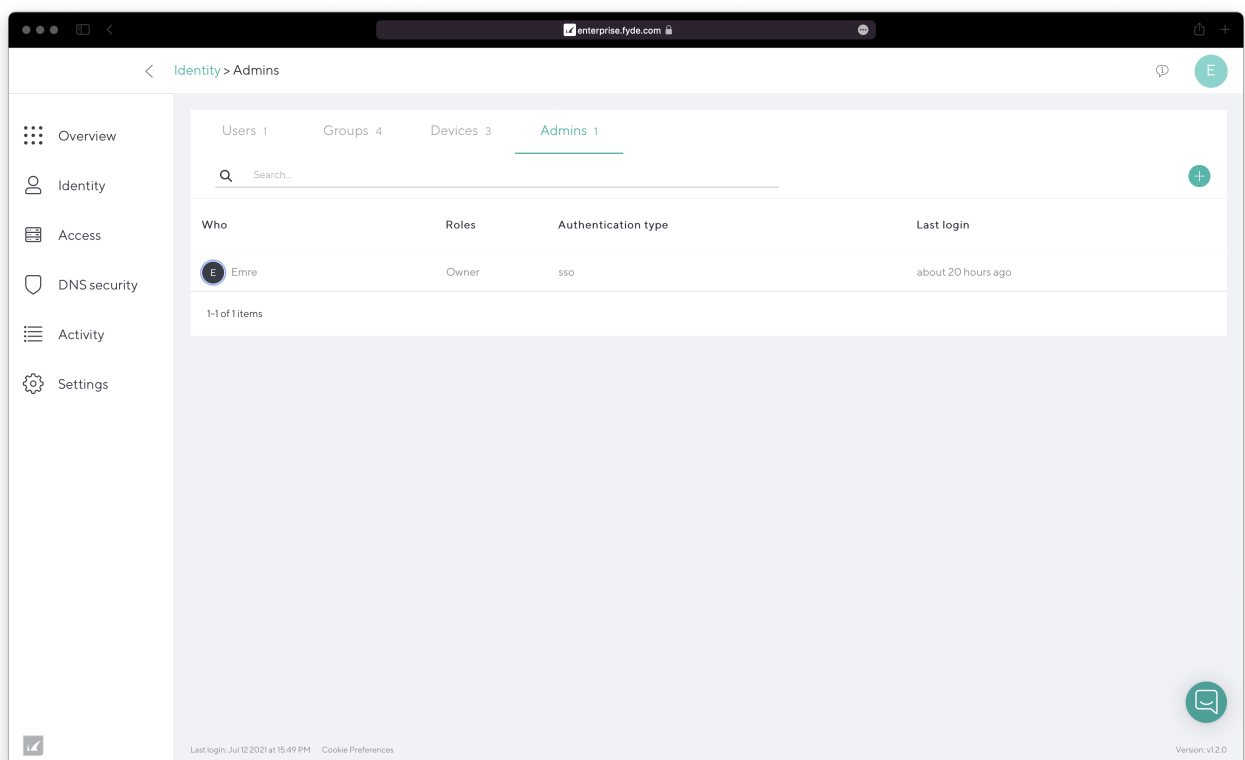
2. Add the following:
    ○ **Name** – Name to identify the admin.
    ○ **Email** – Enter the email address of the admin.
3. Select the **Authentication type**.
    ○ If you select **BCC** or **SSO**, you must configure IdP first. (Make sure that you configured your IdP correctly; otherwise, you might 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 How to Use the Admin API.
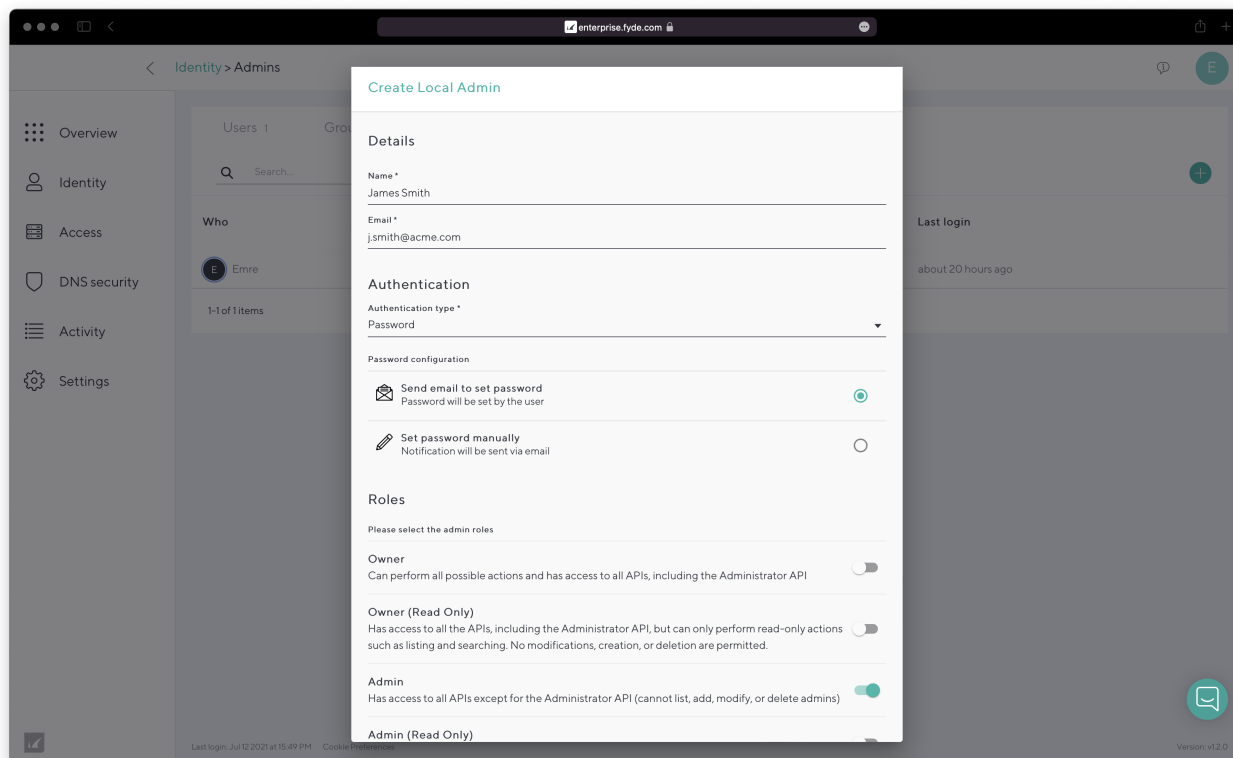
5. Click **Create**.

Figures

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