Creating Users

https://campus.barracuda.com/doc/96767291/

When the Account is initially created, Barracuda XDR Enablement creates the first user.

Only an **Admin** user can create new users.

New Barracuda XDR Dashboard users can be assigned either the **Admin** role or the **User** role. Users with the **Admin** role can create new users and users without it can't.

Each Barracuda XDR Dashboard user must have a unique email address. If an email address is already being used for another user in the same organization, the user won't be created.

Once the user is created, an email with their registration code for multi-factor authentication is sent to the email address used. The code is valid for 24 hours.

The user must follow the link in the email (https://dashboard.skoutsecure.com/react-register), validate, use their registration code to log in and create their password before they can log into Barracuda XDR Dashboard.

To create a new user

1. In **Barracuda XDR Dashboard**, click **Setup** > **User Management** .
2. Type the following:
   - **Full Name**
   - **Cell Phone (2-Factor Authentication)**
   - **Email**
3. Select the **Organization**.
4. Enable one of the following check boxes:
   - **Admin**
   - **User**
5. Click **Add User**.

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