

How to Create an Additional User for Barracuda SecureEdge

<https://campus.barracuda.com/doc/98223615/>

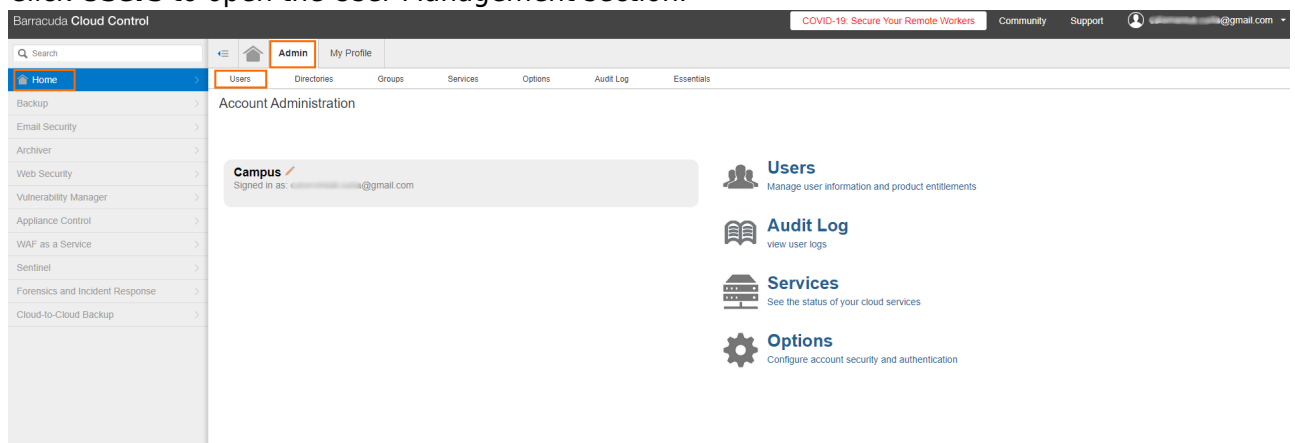
You can create additional users in your Barracuda Cloud Control account to allow them access to the Barracuda SecureEdge.

Before You Begin

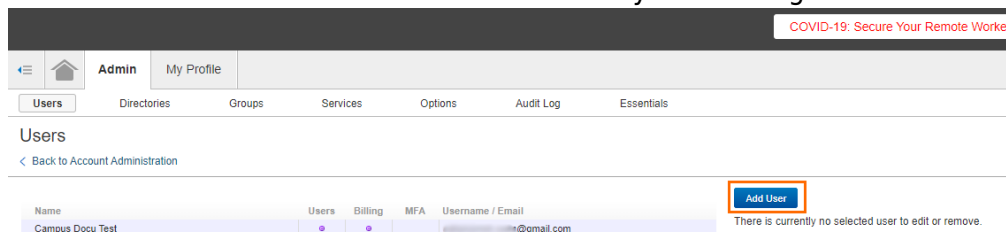
- Create a Barracuda Cloud Control account. For more information, see [How to Create a Barracuda Cloud Control Account for Barracuda SecureEdge](#).

Step 1. Create an Additional User in Your Barracuda Cloud Control Account

1. Go to <https://login.barracudanetworks.com/> and log in with your existing Barracuda Cloud Control account.
2. Click **Home** in the left menu.
3. Click **Admin** to go to the Account Administration section.
4. Click **Users** to open the User Management section.

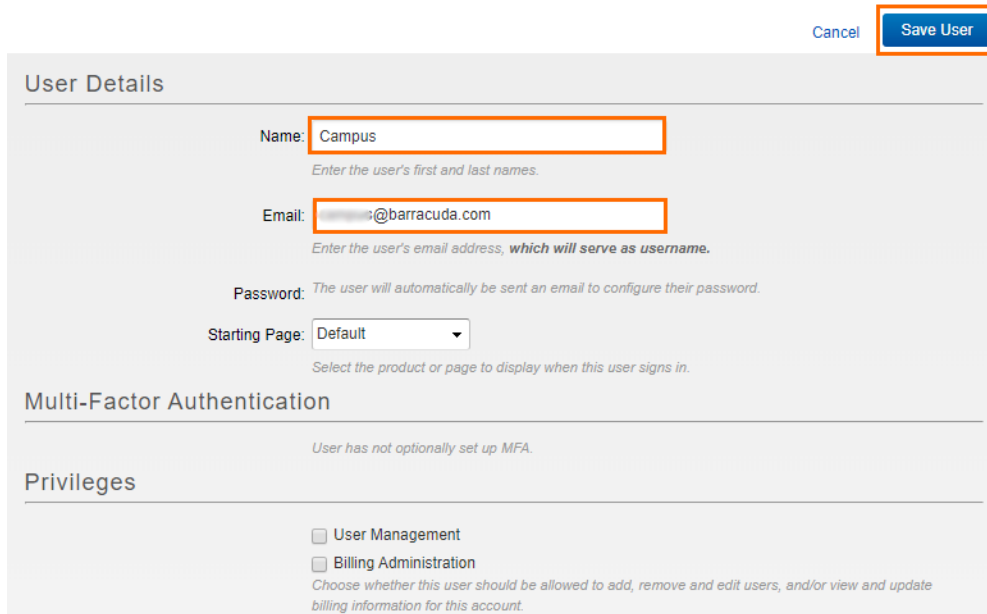


5. Click **Add User** to create an additional user to your existing Cloud Control account.



6. Enter values for the following:

- **Name** – The name of the user you are about to create.
- **Email** – The email address of the new user.

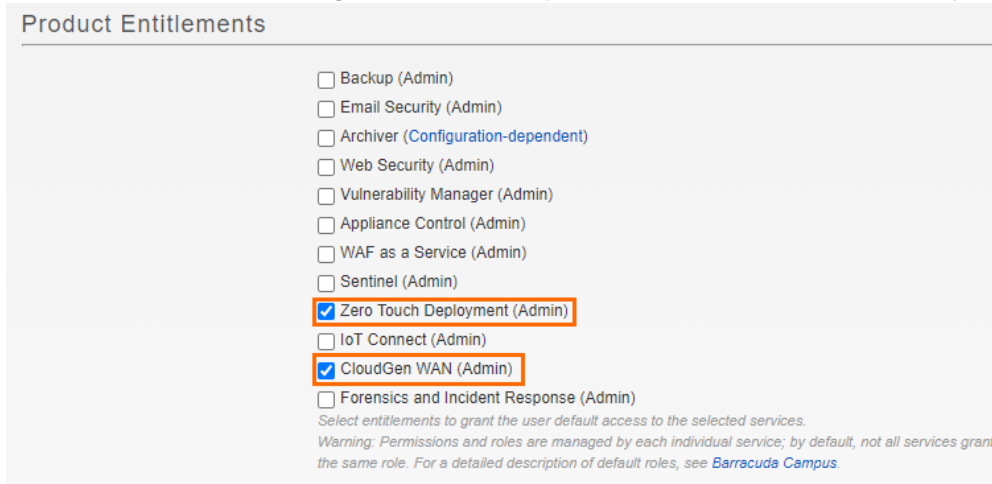


The 'User Details' form contains the following fields and sections:

- Name:** A text input field containing 'Campus'. Below it is the instruction: 'Enter the user's first and last names.'
- Email:** A text input field containing '@barracuda.com'. Below it is the instruction: 'Enter the user's email address, which will serve as username.'
- Password:** A text input field. Below it is the instruction: 'The user will automatically be sent an email to configure their password.'
- Starting Page:** A dropdown menu set to 'Default'. Below it is the instruction: 'Select the product or page to display when this user signs in.'
- Multi-Factor Authentication:** A section with the instruction: 'User has not optionally set up MFA.'
- Privileges:** A section with two checkboxes: 'User Management' and 'Billing Administration'. Below them is the instruction: 'Choose whether this user should be allowed to add, remove and edit users, and/or view and update billing information for this account.'

At the top right of the form are 'Cancel' and 'Save User' buttons. The 'Save User' button is highlighted with an orange border.

7. In the **Product Entitlements** section, select the check box next to **Zero Touch Deployment (Admin)** and **SecureEdge (Admin)** to grant administration access to your account.



The 'Product Entitlements' form contains a list of services with checkboxes:

- ☐ Backup (Admin)
- ☐ Email Security (Admin)
- ☐ Archiver (Configuration-dependent)
- ☐ Web Security (Admin)
- ☐ Vulnerability Manager (Admin)
- ☐ Appliance Control (Admin)
- ☐ WAF as a Service (Admin)
- ☐ Sentinel (Admin)
- ☒ Zero Touch Deployment (Admin)
- ☐ IoT Connect (Admin)
- ☒ CloudGen WAN (Admin)
- ☐ Forensics and Incident Response (Admin)

Below the list is the instruction: 'Select entitlements to grant the user default access to the selected services.' and a warning: 'Warning: Permissions and roles are managed by each individual service; by default, not all services grant the same role. For a detailed description of default roles, see [Barracuda Campus](#).'

8. Click **Save user** to create the user.

9. The user will automatically be sent an email to configure their password.

Step 2. Set the Password for the New User

1. The new user must log into the email account used in Step 1 and open the hyperlink received in the email from Barracuda Networks to create a password for the new account.

Betreff: New Barracuda Cloud Control User Created

Hello Campus,

This email has been sent to you because a new user has been created with your email address. This user was created for the Barracuda Cloud Control account Campus by Campus Docu Test (.@.cuda@gmail.com). For further details on why this account was created please contact your account administrator.

To complete the setup of this user, you must first choose a password. Please follow this link to set your password:

<https://login.>

If you did not create this user and believe this activity may have been fraudulent, please contact Barracuda Networks Technical Support immediately at 1-888-ANTI-SPAM (1-408-342-5300) to let us know.

Thank you,

Barracuda Technical Support

2. The **Barracuda Cloud Control** opens automatically in your web browser.
3. Enter a new password and verify the new password by retyping it in the box below.

The password must not contain a "%" character!

The image shows the Barracuda Cloud Control interface for setting a new password. At the top, the Barracuda logo and 'Cloud Control' text are displayed. Below this, a white box contains the instruction 'Select a new password for campus.' followed by a blurred email address. There are two password input fields, each with a series of dots representing the masked password. Below the input fields is a 'Password Tips' section with a padlock icon, stating 'Passwords must be at least 8 characters and no more than 72 characters in length'. A 'Strength' indicator shows four green bars and the word 'Good'. At the bottom left, there is a link 'Show Multi-Factor Authentication'. At the bottom right, there is a blue button labeled 'Change Password'.

4. Click **Change Password** to save the new password.

The newly created user can now access Barracuda Cloud Control and Barracuda SecureEdge by using the email address from Step 1 and the password created in Step 2.

Figures

1. bcc_home.png
2. add_user1.png
3. create.png
4. ztd_cgw.png
5. mail.png
6. bcc_pw.png

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