Managing caNanoLab User Accounts

> **Access to Admin**
>
> Only a logged in administrator can access the **Admin** menu to add and update users. If you are not an administrator and need to create new users or reset user passwords, contact caNanoLab-Support@ISB-CGC.org.

This chapter introduces you to managing user login accounts. Topics in this chapter include:

- User Account Overview
- Creating a New User Account
- Searching for Existing Users
    - Editing a User Account

User Account Overview

When you click **Admin**, Manage User Accounts appears with the following options.

- Create a New User
- Search Existing Users

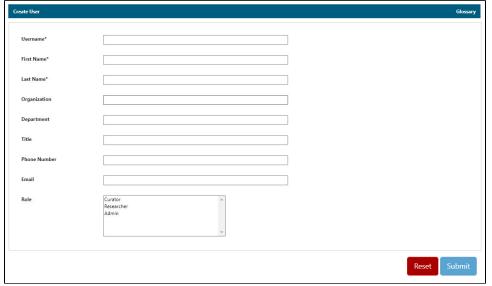You can also Edit a user account. The following sections provide details on these options.

For information on user roles, refer to caNanoLab User Roles.

Return to top

Creating a New User Account

To create a new user account

1. Click **Admin**.
2. Click **Create New User**.
3. From Create User, fill in the user contact information. The Username and First and Last Name are required.
4. Specify the user role(s) to assign to the user, as described in caNanoLab User Roles.

    a. **Researcher**
    b. **Curator**
    c. **Admin**

5. Click **Submit.** A success message appears in red at the top of the page.

Return to top

Searching for Existing Users

To search for an existing user

1. Click **Admin**.
2. Click **Search Existing Users**.
3. From Search Users, in the **Search Name** box, enter all or part of the user's Username, First, and/or Last Name.

> ⓘ **Leaving User Search Empty**
>
> If you do not add any parameters in the **User Search** box, all users are returned.

On the same page, the system lists user search results with each user's username and contact information.

Editing a User Account

To edit a user's account information

1. Search for the user.
2. From the search results, click **Edit** in the Actions column.

3. On Update User, you *cannot* edit the Username, but you can update the remaining user information.
4. When you are done, click **Submit**. A success message appears in red at the top of the page.