

How to Implement User Management Functions?

With User Management Functions Super Admins are allowed to control who has access to the SSL Partner Center. This gives the Super Admin the flexibility to extend their support capabilities within their company to manage their SSL.

This User manual on User Management Functions contains the following:

[How to Add a New User to the SSL Partner Center?](#)

[How to manage existing users in your SSL Partner Center?](#)

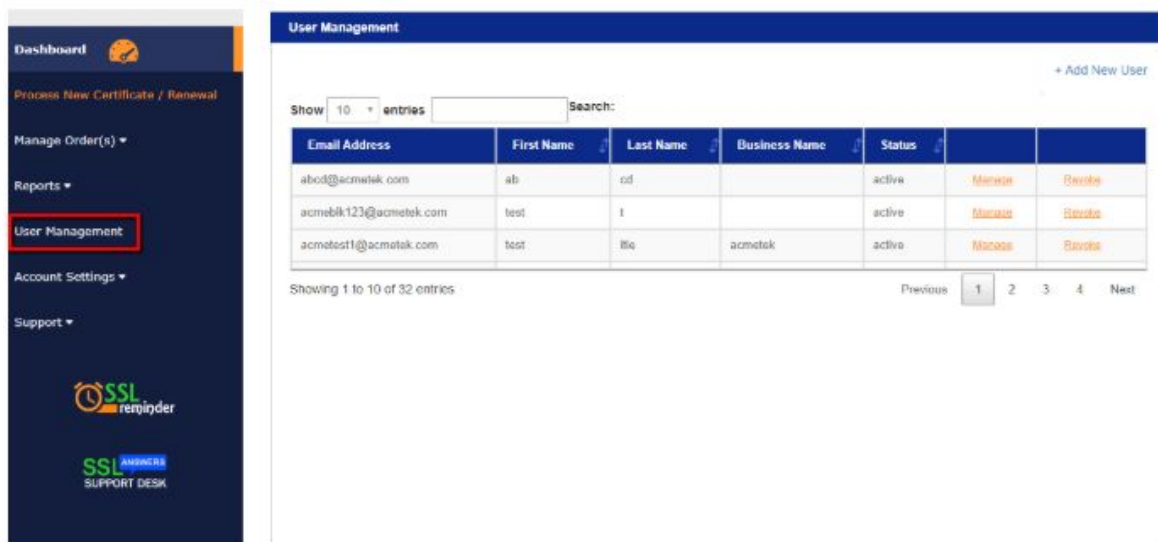
[How to Revoke \(Deny login privileges to your SSL Partner Center\)?](#)

How to Manage User Management Functions?

With User Management functions Super Admins are allowed to control who has access to the SSL Partner Center. This gives the Super Admin the flexibility to extend their support capabilities within their company to manage their SSL.

To See a list of Users that have access to your SSL Partner Center click **User Management** on the left navigation pane.

Note: This function is only available for Super Admins. If you do not have this function then contact the Super Admin of your account.

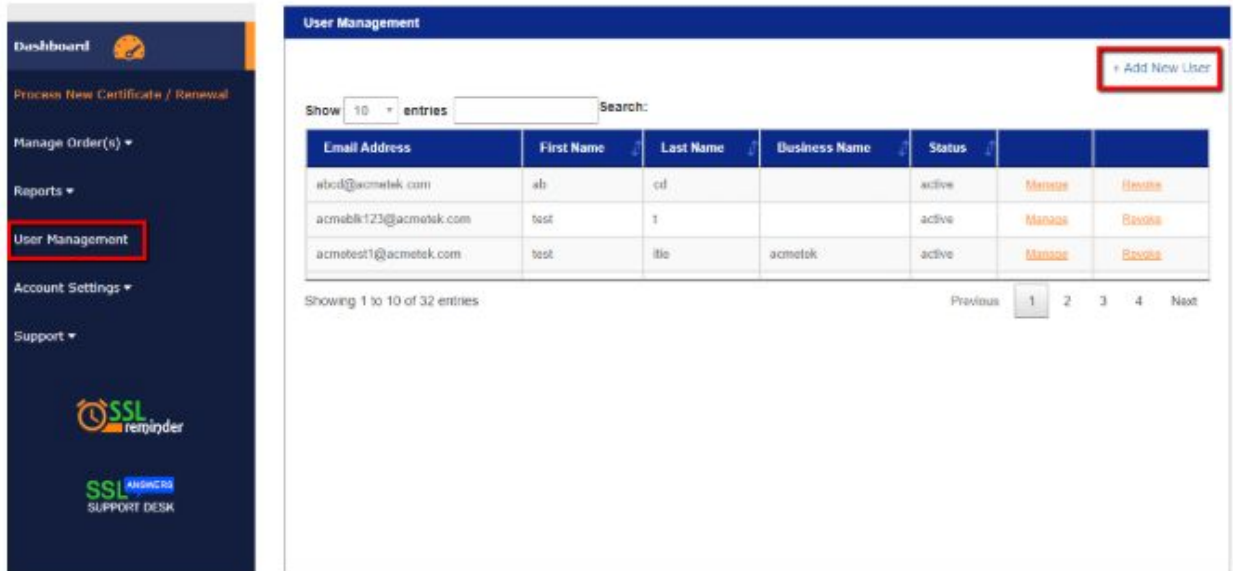


The screenshot shows the 'User Management' interface. On the left, a navigation menu includes 'Dashboard', 'Process New Certificate / Renewal', 'Manage Order(s)', 'Reports', 'User Management' (highlighted with a red box), 'Account Settings', and 'Support'. The main content area is titled 'User Management' and features a '+ Add New User' button. Below this is a search bar and a table of users. The table has columns for 'Email Address', 'First Name', 'Last Name', 'Business Name', and 'Status'. Each row also includes 'Manage' and 'Revoke' buttons. The table shows three users: 'albot@acmetek.com', 'acmeblk123@acmetek.com', and 'acmetest1@acmetek.com'. At the bottom, it indicates 'Showing 1 to 10 of 32 entries' and has a pagination control with 'Previous', '1', '2', '3', '4', and 'Next'.

Email Address	First Name	Last Name	Business Name	Status	Manage	Revoke
albot@acmetek.com	al	ot		active	Manage	Revoke
acmeblk123@acmetek.com	test	t		active	Manage	Revoke
acmetest1@acmetek.com	test	tle	acmetek	active	Manage	Revoke

How to Add a New User to Your SSL Partner Center:

1. Click **User Management**.
2. In the upper right corner of the User management pane click + **Add New User**.



The screenshot shows the 'User Management' interface. On the left is a dark sidebar with navigation options: Dashboard, Process New Certificate / Renewal, Manage Order(s), Reports, **User Management** (highlighted), Account Settings, and Support. The main content area has a blue header 'User Management' and a '+ Add New User' button in the top right. Below the header is a search bar and a table of users.

Email Address	First Name	Last Name	Business Name	Status	Manage	Details
itbd@acmetek.com	ab	cd		active	Manage	Details
acmeblk123@acmetek.com	test	1		active	Manage	Details
acmetest1@acmetek.com	test	ite	acmetek	active	Manage	Details

Showing 1 to 10 of 32 entries

Previous 1 2 3 4 Next

3. On the Add User page fill out the necessary information.
Note: This information is to help Authentication in validation for enrollments for security products. Do not put personal addresses. Authentication only requires the address of your headquartered company (Mandatory Fields are marked with*).
4. In the Email Address/User Name* drop down select **--Add New--**

5. Fill out the necessary information.

Add User

This information is to help Authentication in validation for enrollments for security products. Do not put personal addresses. Authentication only requires the address of employment of your company (Mandatory Fields are marked with *).

Email Address/User Name*: <--Select-->	First Name*: First Name	Last Name*: Last Name
Business Name*: Acmetek	Phone Number*: Phone Number	
Address Line1*: fdfff	Address Line2 : Address Line2	City* : Plano
Country*: UNITED STATES	State*: Rhode Island	Zipcode : 75024
Can view Reports?*: <input checked="" type="radio"/> Yes <input type="radio"/> No	Can place Orders?*: <input type="radio"/> Yes <input checked="" type="radio"/> No	Can view other user Orders? : <input checked="" type="radio"/> Yes <input type="radio"/> No
Send order notifications to SuperAdmin? : <input type="radio"/> Yes <input checked="" type="radio"/> No	Super Admin? : <input type="radio"/> Yes <input checked="" type="radio"/> No	

6. Assigning User Rights:

- **Can view Reports?**
Allows user to generate reports.
- **Can view other user Orders?**
Allows user to view orders placed by other users.
- **Send order notifications to Super Admin?**
If this user places an order, Super Admins registered within the account/department will get a notification of enrolled orders.
- **Super Admin?**
This option will give full administrative rights to the User Profile.
- **Department:**
This feature is for Corporate Super Admins. This will allow the super admin to assign the user to sub departments within their organization for departmentalized management
- **Can place Orders?**
When Selecting **Yes** a section will appear that will allow you to choose what contracts this User Profile user to place orders out of. Assign the contracts you want this User to place orders from.
Note: If a user cannot place orders but there is a contract ready for processing in the account more than likely it is due to the Super Admin not assigning the necessary contract to the User Profile.

- Click **Create/Update** when all done.

Can view Reports?*: Yes No

Can place Orders?*: Yes No

Can view other user Orders? : Yes No

Send order notifications to SuperAdmin? : Yes No

Super Admin? : Yes No

Department:

Available Contracts

- PO-25-2435
- PO234
- PO568
- PO786
- Reg004463
- Reg004485
- Reg004559
- Reg004560
- Reg004573

Assigned Contracts

- 12322234
- BLK004119
- BLK004120
- CDWSymantecBulk2
- Reg004121
- Reg004185
- Reg004199
- Reg004210
- Reg004211

How to manage existing users in your SSL Partner Center:

This function allows you to Edit user information & permissions. You can also edit user password.

1. Click **User Management**.
2. In the User Management pane scroll or search for the user that you would like to manage.
3. Click **Manage**.

User Management

Show 10 entries Search:

Email Address	First Name	Last Name	Business Name	Status	Manage	Revoke
abcd@acmetek.com	ab	cd		active	Manage	Revoke
acmetek123@acmetek.com	test	t		active	Manage	Revoke
acmetest1@acmetek.com	test	ita	acmetek	active	Manage	Revoke

Showing 1 to 10 of 32 entries

Previous 1 2 3 4 Next

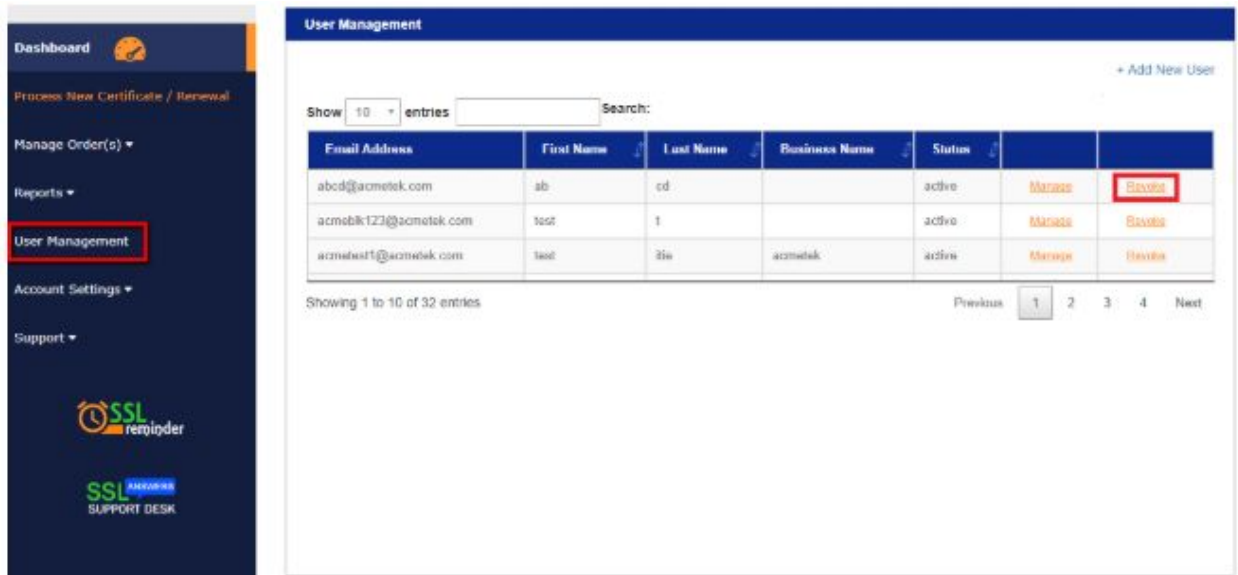
4. In the User-Edit pane you can perform the following.

- Email Address/User Name:
Note: The User will receive an Email with instructions regarding their email change.
 - Reset Password:
Note: The User will receive an email with instructions regarding their password reset.
 - Change any User Profile information:
Note: This information is to help Authentication in validation for enrollments for security products. Do not put personal addresses. Authentication only requires the address of your headquartered company (Mandatory Fields are marked with*).
 - Change User Right - permissions:
 - **Can view Reports?**
Allows user to generate reports.
 - **Can view other user Orders?**
Allows user to view orders placed by other users.
 - **Send order notifications to Super Admin?**
If this user places an order, Super Admins registered within the account/department will get a notification of enrolled orders.
 - **Super Admin?**
This option will give full administrative rights to the User Profile.
 - **Department:**
This feature is for Corporate Super Admins. This will allow the super admin to assign the user to sub departments within their organization for departmentalized management
 - **Can place Orders?**
When Selecting Yes a section will appear that will allow you to choose what contracts this User Profile user to place orders out of. Assign the contracts you want this User to place orders from.
Note: If a user cannot place orders but there is a contract ready for processing in the account more than likely it is due to the Super Admin not assigning the necessary contract to the User Profile.
 - Click **Update** when all done.
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How to Revoke (Deny Login Privileges to Your SSL Partner Center)

1. Click **User Management**.

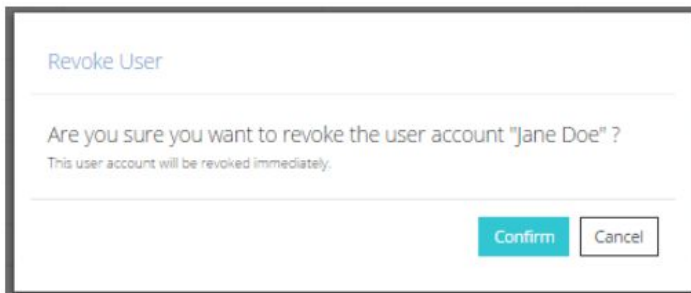
2. In the User Management pane find the user you would like to revoke rights to.



The screenshot shows the 'User Management' interface. On the left is a dark sidebar with navigation options: Dashboard, Process New Certificate / Renewal, Manage Order(s), Reports, **User Management** (highlighted with a red box), Account Settings, and Support. The main content area is titled 'User Management' and includes a '+ Add New User' link, a search bar, and a table of users. The table has columns for Email Address, First Name, Last Name, Business Name, Status, Manage, and Revoke. The 'Revoke' button for the first user is highlighted with a red box. Below the table, it says 'Showing 1 to 10 of 32 entries' and has pagination controls for pages 1, 2, 3, 4, and Next.

Email Address	First Name	Last Name	Business Name	Status	Manage	Revoke
abcd@acmetek.com	ab	cd		active	Manage	Revoke
acmebik123@acmetek.com	test	1		active	Manage	Revoke
acmebest1@acmetek.com	test	3ia	acmetek	active	Manage	Revoke

3. Click **Confirm** to Revoke the user.



The screenshot shows a 'Revoke User' dialog box. It contains the text: 'Are you sure you want to revoke the user account "Jane Doe" ?' and a sub-note: 'This user account will be revoked immediately.' At the bottom, there are two buttons: 'Confirm' (highlighted in teal) and 'Cancel'.

4. You will receive a User revoked successfully message in your User Management Pane.
Note: After Revocation that users status will still be within your SSL Partner Center marked as deleted. You can always Re-activate this user should you wish.

If you have any questions, please feel free to contact us.

Our SSL Solution specialists can evaluate your website, email servers, internal servers and tell you how to effectively manage SSL needs.

Within your SSL Partner Center Dashboard, click **Support** > **Submit a Ticket**.
