

# How to Manage Sub-Administrators for a SAML-Enabled Organization

## Description

This article describes how the Primary Administrator of a SAML-enabled organization edit sub-administrator information, and set the Monitoring and VPN Account Password for an existing sub-administrator within their organization.

## Important Note

This article is relevant only to SAML-Enabled organizations. This feature may not be available to all organizations. See [How to Manage the Primary Administrator User and other Sub-Administrators as the Primary Administrator](#) for standard (non-SAML-Enabled) organizations.

- [Edit User](#)
- [Set Monitoring and VPN Account](#)

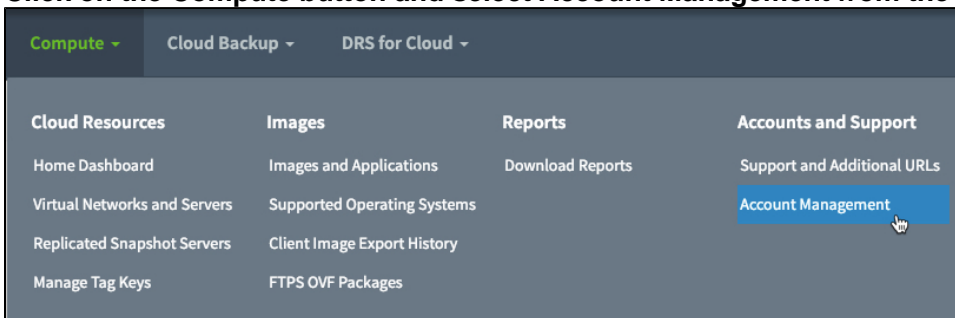
## Prerequisites:

1. The Organization must be SAML-enabled (be configured to utilize Corporate Credentials. Note this feature may not be available to all organizations)
2. Only the Primary Administrator can manage Sub-Administrator roles.
3. When using the Cloud API to make such changes (rather than the UI), the call must be made against the Home Geographic Region's API endpoint.

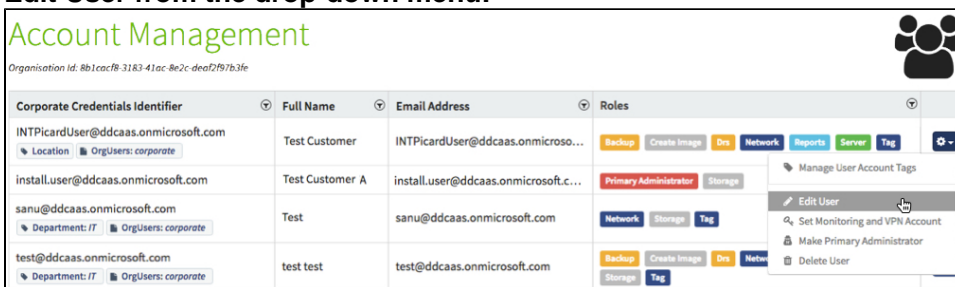
## Content / Solution:

## Edit User


1. **Click on the Compute button and select Account Management from the drop-down menu:**



2. **You will be directed to the Account Management page. Locate the Sub-Administrator whose roles you want to manage and click the Manage gear on the right side of the screen, then select Edit User from the drop-down menu:**



3. The Edit User dialog will be displayed:

Corporate Credentials Identifier\*  INTPicardUser@ddcaas.onmicrosoft.com

Country Code\* IN(91) Phone Number\* 555555

First Name\* Test Department QA Test


Last Name\* Customer Custom Defined 1 INTPicardUser@ddcaas.onmicrosoft.com

Email Address\* INTPicardUser@ddcaas.onmicrosoft.com Custom Defined 2

Roles  
*If no roles are selected for a User, then the User will have Read-Only Access.*

Network  Server  Create Image  Reports  Backup  Tag  
 DRS

4. You can now edit the User's information and roles. Once the desired edits have been made, click Save:

Corporate Credentials Identifier\*  INTPicardUser@ddcaas.onmicrosoft.com

Country Code\* IN(91) Phone Number\* 555555

First Name\* Test Department QA Test

Last Name\* Customer Custom Defined 1 INTPicardUser@ddcaas.onmicrosoft.com

Email Address\* INTPicardUser@ddcaas.onmicrosoft.com Custom Defined 2

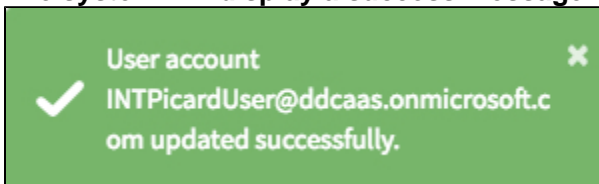
Roles  
*If no roles are selected for a User, then the User will have Read-Only Access.*

Network  Server  Create Image  Reports  Backup  Tag  
 DRS

**Note:** The User Name cannot be edited. You must delete the User and create a new one in order to change the User Name. See [How to Delete an Existing Sub-Administrator](#) and [How to Create a Sub-Administrator for SAML-Enabled Organizations](#).

**Note:** For more information on these fields, see Step 4 of [How to Create a Sub-Administrator for SAML-Enabled Organizations](#)

5. The system will display a success message:



6. The edits will be applied and the UI will be updated to reflect the changes:

Corporate Credentials Identifier	Full Name	Email Address	Roles
INTPicardUser@ddcaas.onmicrosoft.com Location: OrgUsers: corporate	Test Customer	INTPicardUser@ddcaas.onmicroso...	Create Image Network Reports Server
install.user@ddcaas.onmicrosoft.com	Test Customer A	install.user@ddcaas.onmicrosoft.c...	Primary Administrator Storage
sanu@ddcaas.onmicrosoft.com Department: IT OrgUsers: corporate	Test	sanu@ddcaas.onmicrosoft.com	Network Storage Tag
test@ddcaas.onmicrosoft.com Department: IT OrgUsers: corporate	test test	test@ddcaas.onmicrosoft.com	Backup Create Image Dis Network Reports Server Storage Tag

## Set Monitoring and VPN Account

1. Click the Manage gear on the right side of the screen, then select Set Monitoring and VPN Account from the drop-down menu:

Corporate Credentials Identifier	Full Name	Email Address	Roles
INTPicardUser@ddcaas.onmicrosoft.com Location: OrgUsers: corporate	Test Customer	INTPicardUser@ddcaas.onmicroso...	Backup Create Image Dis Network Reports Server Tag
install.user@ddcaas.onmicrosoft.com	Test Customer A	install.user@ddcaas.onmicrosoft.c...	Primary Administrator Storage
sanu@ddcaas.onmicrosoft.com Department: IT OrgUsers: corporate	Test	sanu@ddcaas.onmicrosoft.com	Network Storage Tag
test@ddcaas.onmicrosoft.com Department: IT OrgUsers: corporate	test test	test@ddcaas.onmicrosoft.com	Backup Create Image Dis Network Reports Server Storage Tag

2. The Set Monitoring and VPN Account dialog will be displayed:

### Set Monitoring and VPN Account ✕

**VPN / Monitoring Username:** INTPicardUser-AP-ADFS

Passwords must comply with the following restrictions:

1. Minimum length of 8 characters.
2. Maximum length of 75 characters.
3. Must contain at least one upper case letter.
4. Must contain at least one lower case letter.
5. Must contain at least one number.
6. Must not have leading or trailing spaces (Inner content can include spaces).
7. Must contain at least one non-alphanumeric character.
8. Non-alphanumeric characters are restricted to the following set: -+!=#\_\*&?\$@^%(){ } [ ] <> ; ; "

**Password\***

**Confirm Password\***

Cancel
Save

3. Enter the Password in the Password\* line, then, re-enter the password exactly as it was entered the first time in the Confirm Password\* line. Once you have entered the desired password, click Save:

Set Monitoring and VPN Account ✕

VPN / Monitoring Username: INTPicardUser-AP-ADFS

Passwords must comply with the following restrictions:

1. Minimum length of 8 characters.
2. Maximum length of 75 characters.
3. Must contain at least one upper case letter.
4. Must contain at least one lower case letter.
5. Must contain at least one number.
6. Must not have leading or trailing spaces (Inner content can include spaces).
7. Must contain at least one non-alphanumeric character.
8. Non-alphanumeric characters are restricted to the following set: -+!=#\_\*&?\$@^%(){}[] <>,:;"

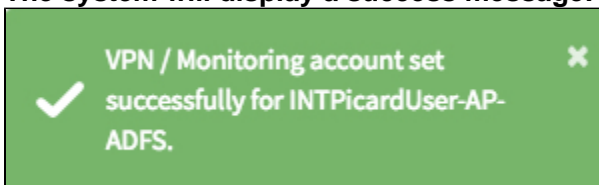
**Password\***

**Confirm Password\***

⌂ Cancel ✓ Save

**Note:** The password must comply with the restrictions that are listed.

4. The system will display a success message:



## Recently Updated

- [How to Manage the Primary Administrator User and other Sub-Administrators as the Primary Administrator](#)
- [How to Create a Sub-Administrator using the CloudControl UI](#)
- [How to Manage Sub-Administrators for a SAML-Enabled Organization](#)
- [How to Create a Sub-Administrator for SAML-Enabled Organizations](#)
- [How to Change the Primary Administrator of an Organization](#)