Managing Administrator Accounts

DNS Manager allows multiple accounts with administrative rights. This page explains how to create and manage administrator accounts.

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Overview

To manage Administrator accounts, go to the **Settings** page and click the **Administrator accounts** icon under **Options**.

In the **Administrator accounts management** page, you can add new accounts, view a list of existing accounts, search and delete a specific account.

The **Administrator accounts** list displays the following details:

- **Administrator name:** The name of the person who owns the account with administrative rights;
- **Company name:** The name of the administrator's company;
- **Created:** The date when the Administrator account was created on the system.

With a click on the links in the table header, you can sort the information by administrator name, company, or creation date.

If you're looking for a specific administrator account, use the search box box and the two additional links:

- **Search:** By clicking this link, all the administrator names matching the text filled in the text box will be displayed.
- **Show all:** After the administrators' list was filtered, you may click this link to discard the filter and display all the administrator accounts.

Creating a new admin account

To create a new account with administrative rights, follow the steps below.

STEP 1: Click the **Add administrator account** button.

STEP 2: Fill in all the required details. Required fields are marked with an asterisk.

- **Company name**: This is the administrator's company name;
- **Contact Name:** This is used by the DNS Manager to identify the administrator;
- **Login:** This is the username that the administrator must provide in order to log in the DNS Manager interface;

  The **Login** name must be unique in the system.

  ⚠️
  The username must contain only the following character types:
  Any of the 26 letters of the Latin alphabet <a-z>, also included in the American Standard Code for Information Interchange (ASCII). The scripts of non-Latin languages (such as Arabic, Cyrillic, Chinese, Greek, Indian, Korean or Japanese) are illegible.
  Any combination of the 10 decimals <0-9>, also included in the ASCII.
  Special characters like: _.-@.
- **Password:** This is the password that the administrator must provide in order to log in the DNS Manager interface;

  Password Strength

  ⚠️
  You are not allowed to fill in dictionary words or passwords containing only digits or sequences of more than three identical characters. Password strength ask for a minimum six characters long password. The password must contain only the following character types:

  Any of the 26 letters of the Latin alphabet <a-z>, also included in the American Standard Code for Information Interchange (ASCII). The scripts of non-Latin languages (such as Arabic, Cyrillic, Chinese, Greek, Indian, Korean or Japanese) are illegible.
  Any combination of the 10 decimals <0-9>, also included in the ASCII.
  Special characters like: !?@#$%\/*()_+={}`~[];:,.|^&.
- **Confirm Password:** This is required to make sure the correct password is entered;
- **Phone:** This is the administrator's phone number;
- **Fax:** This is the administrator's fax number;
- **Email:** This is the administrator's email address, which is used as the default bounce address for the administrator's domains;

  We support IDN (Internationalized Domain Name) email addresses.
- **Address:** This is the administrator's postal address;
- **City:** This is the administrator's city;
- **Postal/ZIP code:** This is the administrator's ZIP or postal code;
- **State/Province:** This is the administrator's state;
- **Country:** This is the administrator's country;
- **Time Zone:** This is the administrator's time zone;
- **Language:** The language of the administrator's interface;
- **Administrator Notes:** Notes can be added here.

STEP 3: Click **OK** to create the new Administrator account. Click **Cancel**, if you want to return to the previous page without creating the account.

Editing admin information

You can modify the details of existing Administrator accounts. Select the administrator's in the list and edit his/her details, paying attention to the required fields.

Click **OK** to save the changes you have made. Click **Cancel**, if you want to return to the previous page without saving these changes.

Removing admin accounts

To delete one or several administrator accounts from the system, follow the steps below.

STEP 1: Select the administrator accounts you want to delete by selecting their corresponding checkboxes.

STEP 2: Click the **Remove selected** link.

STEP 3: Review the list. If you want to proceed with the removal, select the **Confirm removal** checkbox and click **OK**. Otherwise, click **Cancel** to return to the previous page without deleting anything.

The currently logged-in administrator cannot be removed and therefore its corresponding checkbox from the Administrator accounts list is disabled.