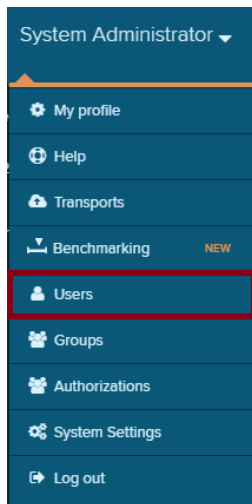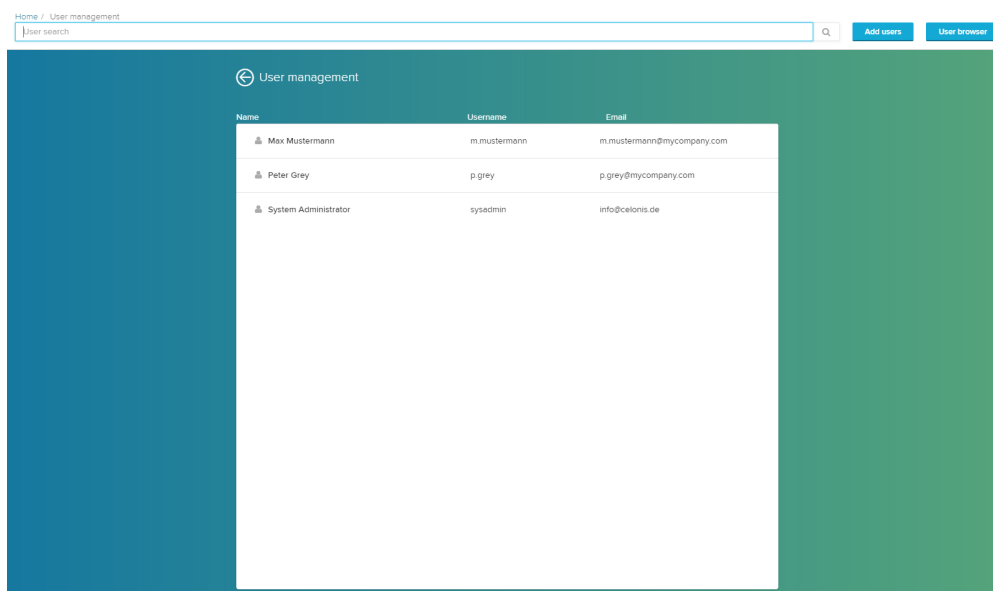# Manage Users

To access the user menu, choose **Users** in the Main Menu:

This will open the user overview.

In the center of your screen, you will find a list of all registered users.

To **search for users**, you can use the search field at the top:

User browser

The user browser is an alternative view on users, and includes an overview of administrative roles.

Username		Profile	First Name	Last Name	E-Mail		Locked?	System Admin	User Admin	Content Admin	
m.mustermann	▲	Open Profile	Max	Mustermann	m.mustermann@mycompany.com		false	false	false	false	
p.grey		Open Profile	Peter	Grey	p.grey@mycompany.com		false	false	false	false	
sysadmin		Open Profile	System	Administrator	info@celonis.de		false	true	true	true	

Showing 1 to 3 of 3 entries

Previous 1 Next

To open the user browser, use the **User browser** button in the user overview.

Add Users

Click on the **Add users** button in the user overview to add a new user.

This will create a blank **user profile**, ready to be filled with a new SAP Process Mining by Celonis 4.2 user!

Please provide a **Username** (which will be used to login into SAP Process Mining by Celonis 4.2), a **First Name**, a **Last Name**, a **Password** and an **E-Mail Adress**.

> ⓘ **Password**
>
> The new user will be asked to change its password after the first login.
>
> The password specifications can be edited following our *Operation Guide* (see the installation page for further information and download resources).

> ⊘ **Username**
>
> Please note, that you can not change the username after the user has been created.
>
> Usernames furthermore have to be unique.

You can furthermore assign administrative roles to the new user (see the above Administrator page for further information on administrative roles).

Edit Existing Users

Click on any user in the user overview (or use the Open Profile link in the user browser) to re-open the user's profile.

You can edit all fields (except for the Username), assign new administrative roles or **lock the account**.

Account

☐ Lock account

If an account is locked, the user can't login into the system until the lock has been removed by a user administrator.

However, he keeps all authorizations for any object that he has acquired in the past.

Furthermore, you can manage the user's authorizations with the "Manage Authorizations" link.

Manage authorizations

To get more information on authorizations, please conduct the Authorizations section.

Delete A User

To delete an existing user, open the profile (as it has been described above), and choose Delete user at the bottom of the page.

> ⊘ **Please Note**
>
> The user will be removed permanently, this action can't be undone!