Create a User

You can create a user within your vCloud Director organization.

Prerequisites

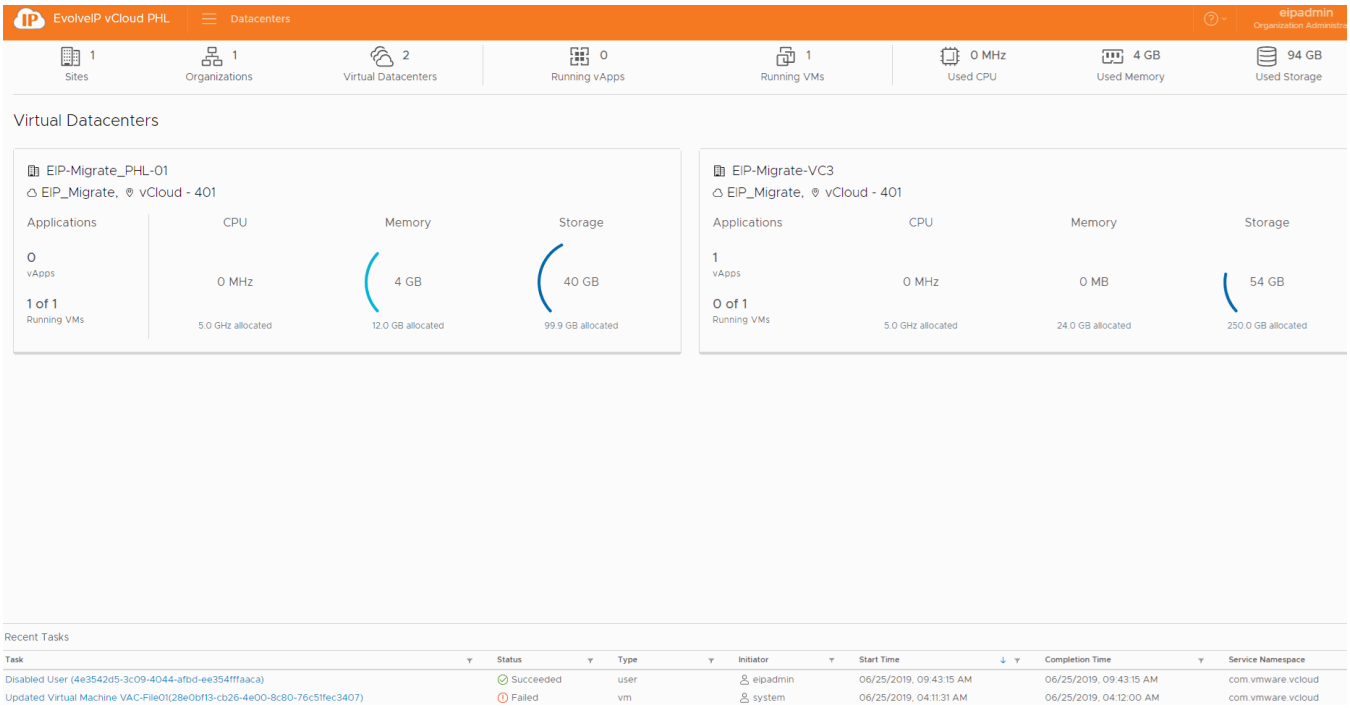
This operation requires the rights included in the predefined Organization Administrator role or an equivalent set of rights.

Procedure

1. On the **Virtual Datacenters** dashboard screen, click the card of the virtual data center you want to explore.
2. From the main menu select **Administration**.
3. In the left panel under **Access Control**, click **Users**.
4. Click **New**.
    a. Enter a **User name**.
    b. Enter a **Password**.
        i. The minimum password length is six characters.
    c. Choose the role that you want to assign the user.
        i. See table of **Available Roles** on the right.
    d. (Optional) Enter the contact information, such as name, email address, phone number, and instant messaging ID.
    e. (Optional) Enter the virtual machine quota for the user.
        i. The quota determines how many virtual machines and running virtual machines the user can manage. Select **Unlimited** if you want to provide the user with an unlimited number of virtual machines.
5. Click **Save.**

Available Roles

Predefined Role	Description
vApp Author	The rights associated with the predefined vApp Author role allow a user to use catalogs and create vApps.
Console Access Only	The rights associated with the predefined Console Access Only role allow a user to view virtual machine state and properties and to use the guest OS.
vApp User	The rights associated with the predefined Console Access Only role allow a user to view virtual machine state and properties and to use the guest OS.
Organization Administrator	A user with the predefined Organization Administrator role can use the vCloud Director tenant portal or the vCloud API to manage users and groups in their organization and assign them roles, including the predefined Organization Administrator r ole. An organization administrator can use the vCloud API to create or update role objects that are local to the organization. Roles created or modified by an organization administrator are not visible to other organizations.
Defer to Identity Provider	Rights associated with the predefined Defer to Identity Provider role are determined based on information received from the user's OAuth or SAML Identity Provider. To qualify for inclusion when a user is assigned the Defer to Identity Provider role, a role name supplied by the Identity Provider must be an exact, case-sensitive match for a role, or name defined in your organization.
Catalog Author	The rights associated with the predefined Catalog Author role allow a user to create and publish catalogs.


EvolveIP vCloud PHL
Datacenters
eipadmin
Organization Administra
1
Sites
1
Organizations
2
Virtual Datacenters
0
Running vApps
1
Running VMs
0 MHz
Used CPU
4 GB
Used Memory
94 GB
Used Storage
Virtual Datacenters
EIP-Migrate_PHL-01
EIP_Migrate, vCloud - 401
Applications
0
vApps
1 of 1
Running VMs
CPU
0 MHz
5.0 GHz allocated
Memory
4 GB
12.0 GB allocated
Storage
40 GB
99.9 GB allocated
EIP-Migrate-VC3
EIP_Migrate, vCloud - 401
Applications
1
vApps
0 of 1
Running VMs
CPU
0 MHz
5.0 GHz allocated
Memory
0 MB
24.0 GB allocated
Storage
54 GB
250.0 GB allocated
Recent Tasks
Task
Status
Type
Initiator
Start Time
Completion Time
Service Namespace
Disabled User (4e3542d5-3c09-4044-afbd-ee354fffaaca)
Succeeded
user
eipadmin
06/25/2019, 09:43:15 AM
06/25/2019, 09:43:15 AM
com.vmware.vcloud
Updated Virtual Machine VAC-File01(28e0bf13-cb26-4e00-8c80-76c51fec3407)
Failed
vm
system
06/25/2019, 04:11:31 AM
06/25/2019, 04:12:00 AM
com.vmware.vcloud