Clearlogin - Manage Admin Profiles

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Overview

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This article covers everything you need to know about Clearlogin admin profiles and practical guidance for creating and managing admin profiles.

Here's some important information for planning your admin profiles.

- · Password based on how you sign into the admin portal.
- Security > Admins
- Security > Admins > Admin PINs
- Admin profiles have full administrative permissions in your Clearlogin tenant
- Clearlogin User Profiles are promoted to admin profiles. A user profile can be created manually in the admin portal, or generated when a user signs in for the first time using an account from an identity source.
- Any user profile can be managed (promoted/demoted) by other admin profiles. There is no super-user admin profile that manages the other admin profiles.
- The Clearlogin admin portal can be accessed from an admin user's dashboard after signing in, or directly by signing into the Admin Portal: https://admin.clearlogin.com
- You can create admin profiles with the **Admin Read-Only** role. This allows you to delegate read-only permissions in the admin portal.
- All admin profiles should have MFA enabled.

Existing user accounts in an identity source like Active Directory can be promoted to admins (see the **Promote a User Profile to Admin** section below).

Manually Create an Admin User Profile

- Sign into the Clearlogin Admin Console: https://admin.clearlogin.com
- In the left navigation bar, browse to: User Profiles
- Click the Add New User Profile button
- Complete the following fields for the new user profile:
 - Username (must be unique)
 - Email Address (required)
 - Full Name
 - Phone Number
- From the Role drop-down menu, choose Admin
- Optionally, add an Avatar image file
- Optionally, set whether the admin profile gets the Scheduled Admin Email
- Click the Create User button to create the user profile
- Continue to the next section to set the new admin profile's password.

The Scheduled Admin Email is a scheduled digest, every month, detailing your users' activity for the past month.

Set/Reset an Admin Password

This allows you to reset the password of a user profile with the admin role or the admin read only role.

- If a user profile with the admin or admin read only role is associated with a user account in an identity source, resetting the user profile's password will have no effect.
- Sign into the Clearlogin Admin Console: https://admin.clearlogin.com
- In the left navigation bar, browse to: User Profiles
- On the User Profile page, use the Filter by Role filter, then search for and Edit the admin profile
- On the edit page, scroll down to the Reset Admin Password section, and click the button to
 reset the admin profile's password with an auto-generated password. The password will be
 emailed to the email address assigned to the admin profile with instructions on how to log in.



Promote a User Profile to Admin

An existing user profile can be promoted to an admin. If you prefer to promote a user account from an identity source like Active Directory to the admin role, make sure the AD users have successfully signed into Clearlogin and created their user profiles.

- Sign into the Clearlogin Admin Console: https://admin.clearlogin.com
- In the left navigation bar, browse to: User Profiles
- On the User Profile page, use the Filter by Role filter, then search for and Edit the admin profile
- On the Edit page, change the profile's role to Admin
- Optionally, set whether the admin profile gets the Scheduled Admin Email
- Click the Update User button to set the user profile as an admin

Demote an Admin Profile

- Sign into the Clearlogin Admin Console: https://admin.clearlogin.com
- In the left navigation bar, browse to: User Profiles
- On the User Profile page, **search for the user profile** you wish to promote, and click on the **Edit** button.
- On the Edit page, change the profile's role to User
- Click the Update User button to demote the user profile