

How to Add a New User and Change Permissions in the Leader Cloud Portal

A Step-by-Step Guide

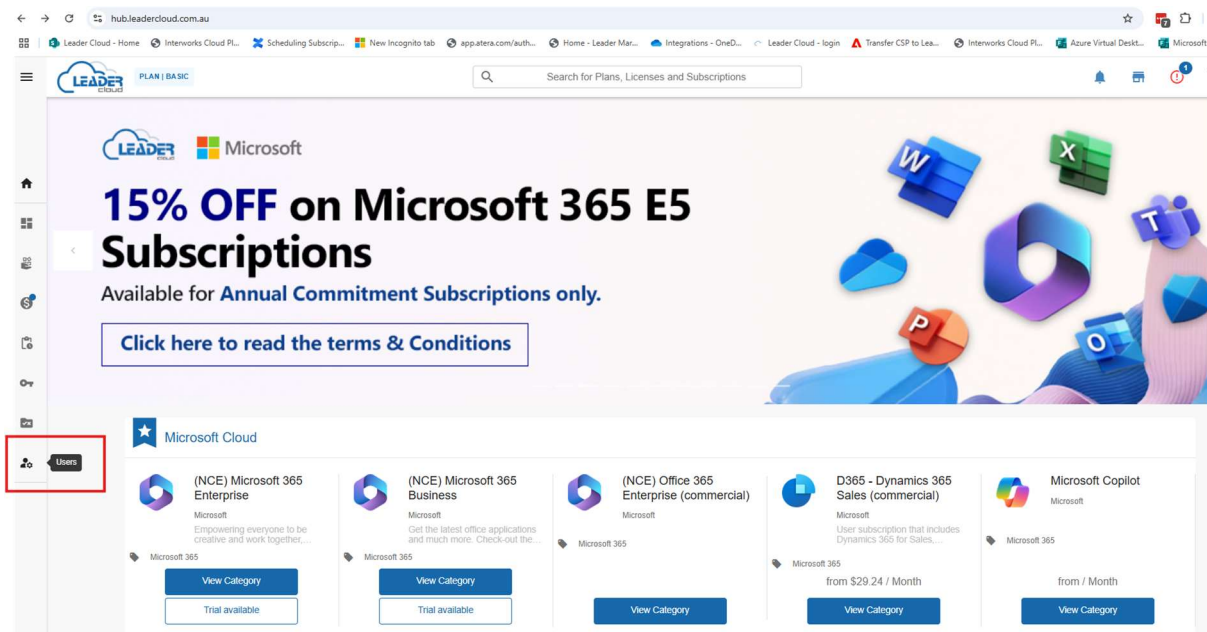
Adding a New User

Step 1: Go to Leader Cloud Home and Login

- Navigate to the Leader Cloud Portal home page.
- Enter your login credentials and sign in.

Step 2: Go to the Users Section

- On the left-hand side ribbon, locate and click on the "Users" button.



Step 3: Click "New User"

- Ensure you are logged in using an admin account, as this button is only available to admins.
- Click on the "New User" button.

Users

Below is the list of all your company's users with their respective role

New User

Full Name	Email	Status	User Type	User Role	Actions
		● Active User	Admin	Multi-Role	...
		● Pending Activation	User	Billing Agent	...
		● Active User	User	Multi-Role	...
		● Active User	Admin	Multi-Role	...
		● Active User	User	Multi-Role	...
		● Pending Activation	Admin	Multi-Role	...
		● Active User	Admin	Multi-Role	...
		● Active User	User	Multi-Role	...
		● Pending Activation	User	Multi-Role	...
		● Active User	Admin	Multi-Role	...

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Step 4: Add User Details

- Enter the first name, last name, and email address of the new user.
- Specify whether you want them to have standard user or admin access.
- You can toggle to turn on or off access to the following areas:
 - Billing Agent
 - Subscriptions Manager
 - Buyer
 - Cloud Admin
 - Storefront Manager

New User

User Information

First Name *

Last Name *

Email *

Localization options.

Language *

Date Format *

User Permission Settings

User Type
☐ Admin ☒ User

User Role *

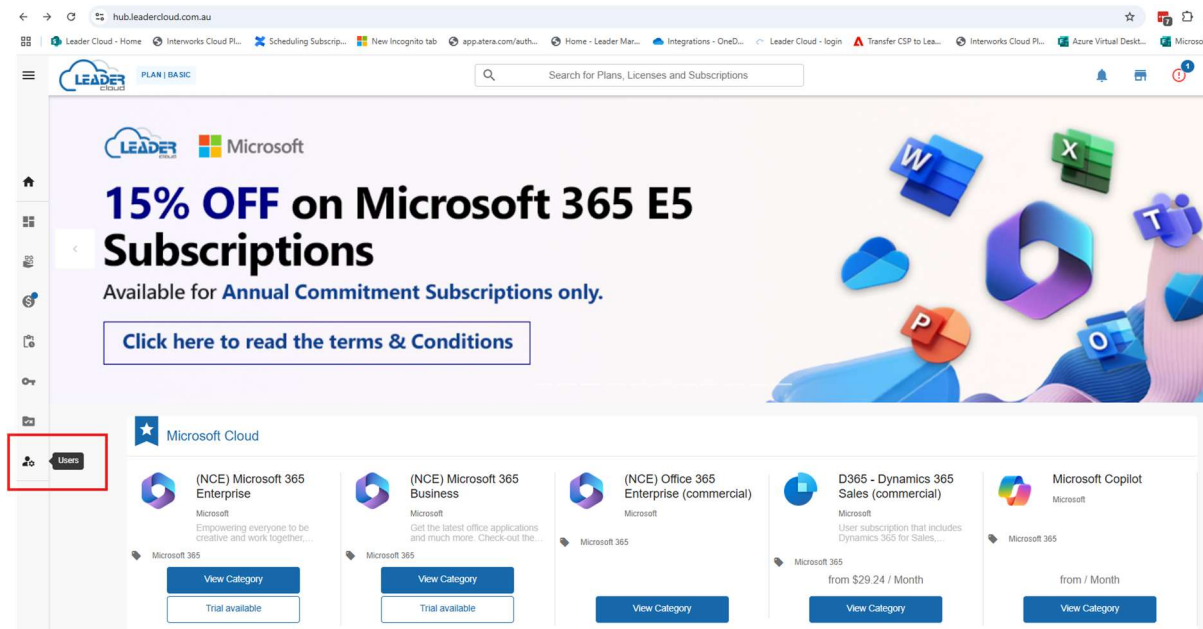
Billing Agent	<input checked="" type="checkbox"/>
Subscriptions Manager	<input checked="" type="checkbox"/>
Buyer	<input checked="" type="checkbox"/>
Cloud Administrator	<input checked="" type="checkbox"/>
My Storefront Manager	<input checked="" type="checkbox"/>

Create

Changing Permissions and Accesses of Existing Users

Step 1: Go to the Users Screen

- Navigate back to the "Users" section from the left-hand side ribbon.



Step 2: Select the User

- Click on the user whose permissions you wish to change.

Users

Below is the list of all your company's users with their respective role

Full Name	Email	Status	User Type	User Role	Actions
		Active User	Admin	Multi-Role	...
		Pending Activation	User	Billing Agent	...
Leader Cloud Sales		Active User	User	Multi-Role	...
		Active User	Admin	Multi-Role	...
		Active User	User	Multi-Role	...
		Pending Activation	Admin	Multi-Role	...
		Active User	Admin	Multi-Role	...
		Active User	User	Multi-Role	...
		Pending Activation	User	Multi-Role	...
		Active User	Admin	Multi-Role	...

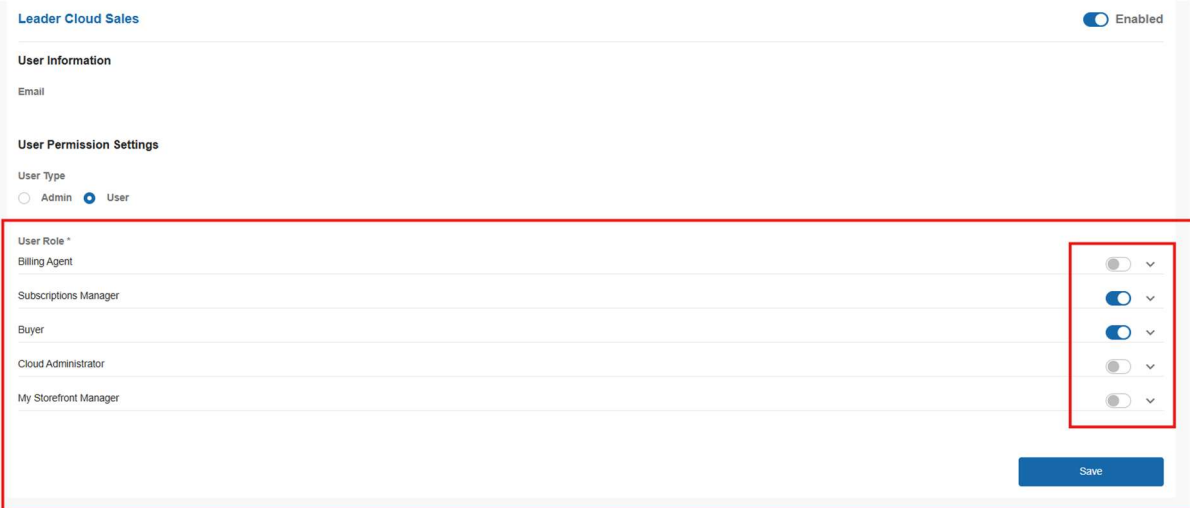
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Step 3: Change User Type

- You can change the user type from user to admin.

Step 4: Toggle Permissions

- Toggle the permissions and access to various areas as needed.



Leader Cloud Sales Enabled

User Information

Email

User Permission Settings

User Type

☐ Admin ☒ User

User Role *	<input type="checkbox"/> ▼
Billing Agent	<input checked="" type="checkbox"/> ▼
Subscriptions Manager	<input checked="" type="checkbox"/> ▼
Buyer	<input checked="" type="checkbox"/> ▼
Cloud Administrator	<input type="checkbox"/> ▼
My Storefront Manager	<input type="checkbox"/> ▼

Save

If a permission error occurs, reload the screen and try again.