

Add a Global Administrator User

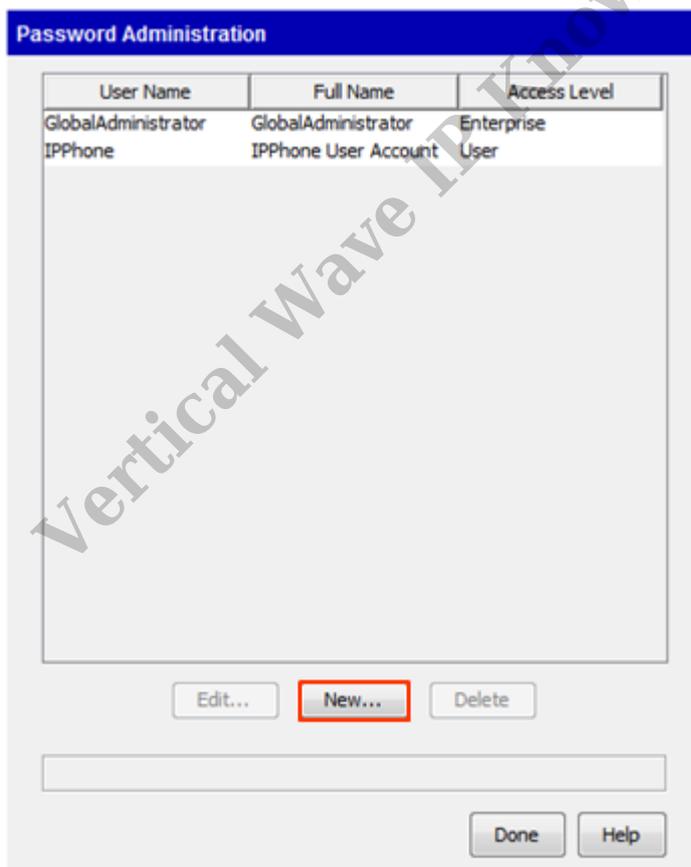
Last Modified on 09/30/2015 11:20 am EDT

1. Login to Global Administrator ([Login to Wave IP Global Administrator](#)).
2. Click on Password Administration.

General Administration



3. Click on the New button to add an account.



4. Enter a user name (this must be all one word).

The screenshot shows a dialog box titled "Add New User". It contains five input fields: "User Name", "Full Name", "Password", "Confirm Password", and "Access Level". The "User Name" field is highlighted with a red border. The "Access Level" dropdown menu is set to "User". At the bottom, there are "OK" and "Cancel" buttons.

5. Enter a password and confirm it (make sure to use [complex passwords](#)).

The screenshot shows the "Add New User" dialog box. The "Password" and "Confirm Password" fields are highlighted with red borders. The "User Name" and "Full Name" fields are empty. The "Access Level" dropdown is set to "User". At the bottom, there are "OK" and "Cancel" buttons.

6. Set an Access Level. The three levels are User, Manage, Enterprise. They control access to permissions (set in Access Permissions).

7. The Full Name field can be used for a more descriptive name. This field is just used for display purposes.

The screenshot shows the "Add New User" dialog box. The "Full Name" field is highlighted with a red border. The "User Name", "Password", and "Confirm Password" fields are empty. The "Access Level" dropdown is set to "User". At the bottom, there are "OK" and "Cancel" buttons.

8. Click OK to save the New user.
9. Click Done to exit the Password Administration app.

RELATED ARTICLES [template("related")]