

# Add Organizations/Users to Ubisecure extranet

Ubisecure customers' and partners' main users have the ability to manage their employees' access control directly to the Ubisecure services.

The main user can add new roles to a new users, add new roles to the existing user and delete users.

You can follow the instructions below.

## Step-by-step guide

### Login to the Administrative Interface:

1. Navigate to [Developer and Partner Portal main page](#)
2. Select "Administrative Interface" under Customer Self-Service Management

### Add a new role to a new user to grant them access to downloads ([downloads.ubisecure.com](https://downloads.ubisecure.com)):

1. Select Roles tab (roles tab is visible only for the main users)
2. Select Role (User/Main User)

The screenshot shows the 'Roles' tab in the administrative interface. At the top, there are navigation tabs: Home, Users, Roles (selected), Contracts, and Approvals. Below the tabs, a message states: 'This page shows information about roles in this organization.' Under the 'Roles' heading, there is a search bar with a 'Search' button and a 'Check/uncheck all' checkbox. To the right, there is an 'Actions:' dropdown menu with 'Select action' selected. Below this is a table titled 'Organization roles' with the following structure:

	Organization Role	Description	Actions
<input type="checkbox"/>	Main User	Main User has administrator privileges to the organization	<a href="#">Users</a>
<input type="checkbox"/>	User	User has member privileges to the organization	<a href="#">Users</a>

At the bottom of the table, there is a 'Create new role' button. Below the table, there is an 'Exit' link and a 'Powered by Ubisecure' footer.

3. From the Actions menu choose "Invite user to roles"
4. Give the email address of the user and Choose next button

The screenshot shows the 'Role Invitation' process. At the top, there is a navigation bar with 'UBISECURE' logo, 'Administration', and user information 'Juha Koponen | Self-Service | Help | Logout'. Below the navigation bar, there is a progress indicator with three steps: 'Step 1: Contact information' (active), 'Step 2: User details', and 'Step 3: Confirmation'. Below the progress indicator, there is a message: 'Please input user's email address.' Below this message, there is a text input field labeled 'Email address:' with an email icon. At the bottom, there is a 'Cancel' button and a 'Next >' button. At the bottom right, there is a 'Powered by Ubisecure' footer.

5. Give the first name and Last Name of the user and Choose Next button
6. Give the message and Choose Next button
7. Choose the Confirm button

### Add access to Control Desk ([control.eu.onubisecure.com](https://control.eu.onubisecure.com)):

If you are a IDaaS customer you have also option to invite users to role "Integrator"

When user has integrator role they are able to access control desk and use jobs associated with your IDaaS instances.

If you don't have Integrator role available, please contact Ubisecure support.

### Add access to Service Desk:

You can invite the new team member to role (User/Main User) and let Ubisecure support know the email address. Ubisecure support will add user account to service desk and grant user access to view, update and create tickets behalf of your organization.

## Delete user from the organization

1. Select Users tab
2. Select the user
3. From the Actions menu choose "Delete user accounts"



## Related articles

- [Add Organizations/Users to Ubisecure extranet](#)