User Management in Digioh: Add, Remove, and Reactivate

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What You'll Learn in This Article:

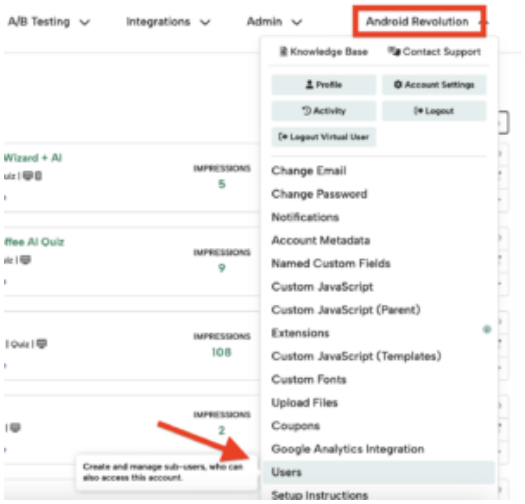
- How to add new users, remove users, and reactivate users to your Digioh account.

Add a new user

All Digioh User Roles are explained in this linked help article.

To add a new user, log into your Digioh account and follow these steps:

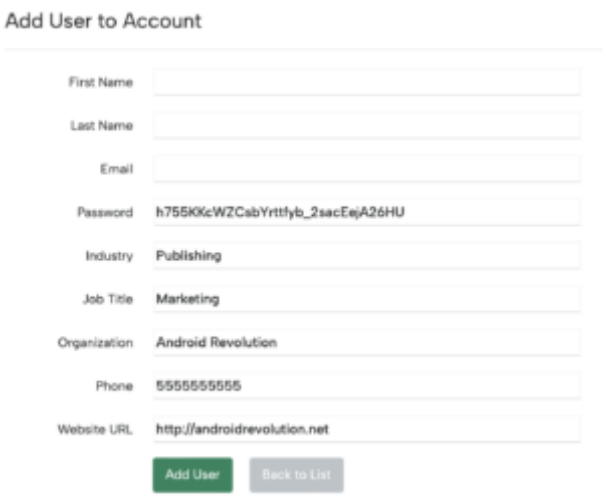
1. Click your name in the upper-right corner, then select "users" from the dropdown menu.



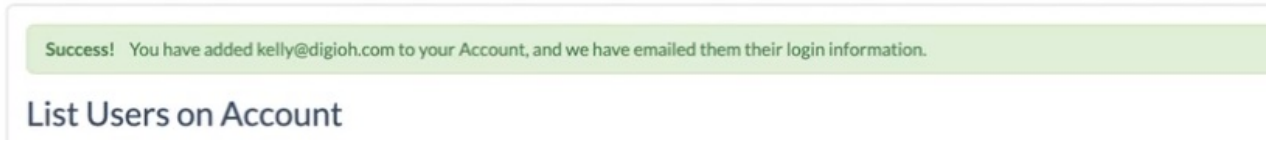
2. Click the **Add New User** button.



3. Complete the information as needed on the **Add User to Account** screen. You will see some information will be auto populated from your profile. Once you're done, click on the **Add User** button.



Your new user will appear in the users list, and they will receive an email with their login information shortly.



Remove a user

1. Click your name in the upper-right corner, then select "users" from the dropdown menu.
2. Next to the user you want to remove, click **Remove**

Reactivate a user

1. Click your name in the upper-right corner, then select "users" from the dropdown menu.
2. Next to the user you want to remove, click **Reactivate**