

User Management in Digioh: Add, Remove, and Reactivate

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What You'll Learn in This Article:

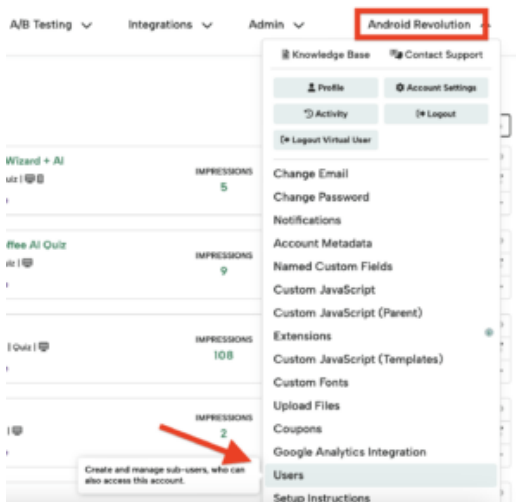
- How to add new users, remove users, and reactivate users to your Digioh account.

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.

Add User to Account

First Name	<input type="text"/>
Last Name	<input type="text"/>
Email	<input type="text"/>
Password	<input type="password" value="h755K9cWZCabYrtrtlyb_2aacEejA26HU"/>
Industry	<input type="text" value="Publishing"/>
Job Title	<input type="text" value="Marketing"/>
Organization	<input type="text" value="Android Revolution"/>
Phone	<input type="text" value="5555555555"/>
Website URL	<input type="text" value="http://androidrevolution.net"/>
	<input type="button" value="Add User"/> <input type="button" value="Back to List"/>

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

Success! You have added kelly@digioh.com to your Account, and we have emailed them their login information.

List Users on Account

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**
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