

# Creating user accounts in Apache Superset

## Overview

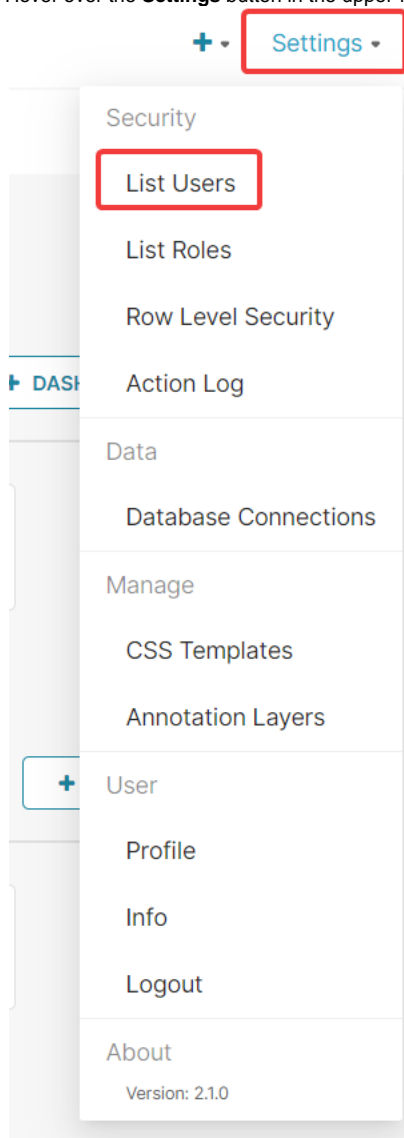
This step-by-step instruction outlines how to create an account in the BI self-service tool - Apache Superset.



You need to have **admin privileges** to create new accounts in both tools!

## Account Creation


1. Log in to Superset.
2. Hover over the **Settings** button in the upper-right corner and click the **List Users**.



























3. Click the "+" button (add a new record).

List Users

REFRESH

FILTER LIST  Add a new record

	First Name	Last Name	User Name	Email	Is Active?	Role
  					True	[Alpha]
  					True	[Alpha]
  					True	[Alpha]
  					True	[Admin]
  					True	[Alpha]
  					True	[Alpha]
  					True	[Admin]
  					True	[Alpha]

- Enter user's first and last names in the responsive fields.

Add User

First Name \*   
Write the user first name or names

Last Name \*   
Write the user last name

User Name \*   
Username valid for authentication on DB or LDAP, unused for OID auth

Is Active? ☐  
It's not a good policy to remove a user, just make it inactive

Email \*   
The user's email, this will also be used for OID auth

Role   
The user role on the application, this will associate with a list of permissions

- Enter username. We use the part of user's corporate email before the @ sign.  
Example: email – [t.testings@company.com](mailto:t.testings@company.com) username – t.testings

Add User

First Name \*   
Write the user first name or names

Last Name \*   
Write the user last name

User Name \*   
Username valid for authentication on DB or LDAP, unused for OID auth

Is Active? ☐  
It's not a good policy to remove a user, just make it inactive

Email \*   
The user's email, this will also be used for OID auth

Role   
The user role on the application, this will associate with a list of permissions

- Put a tick in the **Is Active?** checkbox.

**Add User**

First Name *	<input type="text" value="Test"/> Write the user first name or names
Last Name *	<input type="text" value="Testings"/> Write the user last name
User Name *	<input type="text" value="User Name"/> Username valid for authentication on DB or LDAP, unused for OID auth
Is Active?	<input type="checkbox"/> It's not a good policy to remove a user, just make it inactive
Email *	<input type="text" value="Email"/> The user's email, this will also be used for OID auth
Role	<input type="text" value="Select Value"/> The user role on the application, this will associate with a list of permissions



This field may be useful later, in the user account settings.  
In the Superset, accounts don't deactivate automatically, so you can do it manually when needed.

**7. Enter user's corporate email.**

User Name *	<input type="text" value="t.testings"/> Username valid for authentication on DB or LDAP, unused for OID auth
Is Active?	<input checked="" type="checkbox"/> It's not a good policy to remove a user, just make it inactive
Email *	<input type="text" value=""/> The user's email, this will also be used for OID auth
Role	<input type="text" value="Select Value"/> The user role on the application, this will associate with a list of permissions
Password *	<input type="password" value="Password"/> The user's password for authentication
Confirm Password *	<input type="password" value="Confirm Password"/> Please rewrite the user's password to confirm

**8. Select user's role in the responsive field. The basic role is **Alpha** (viewer).**

Email *	<input type="text" value=""/> The user's email, this will also be used for OID auth
Role	<div> <input type="text" value="Select Value"/>  Admin Public <b>Alpha</b> Gamma </div>
Password *	<input type="password" value=""/>
Confirm Password *	<input type="password" value=""/>



Follow this link to read more about roles in the Superset: [Role map guideline for Superset](#)

**9. To create a password, use any password generator to create a unique safe combination, and paste it to responsive fields.**

User Name *	t.testings Username valid for authentication on DB or LDAP, unused for OID auth
Is Active?	<input checked="" type="checkbox"/> It's not a good policy to remove a user, just make it inactive
Email *	<input type="text"/> The user's email, this will also be used for OID auth
Role	Select Value The user role on the application, this will associate with a list of permissions
Password *	Password The user's password for authentication
Confirm Password *	Confirm Password Please rewrite the user's password to confirm

SAVE

10. Click Save to create an account.

	It's not a good policy to remove a user, just make it inactive
Email *	Email The user's email, this will also be used for OID auth
Role	Select Value The user role on the application, this will associate with a list of permissions
Password *	Password The user's password for authentication
Confirm Password *	Confirm Password Please rewrite the user's password to confirm

SAVE

11. Send user's credentials via Slack.

Users don't receive any emails from Superset!