# Blue Moon Mission Control/Affiliate Portal Manage Users

July 2018



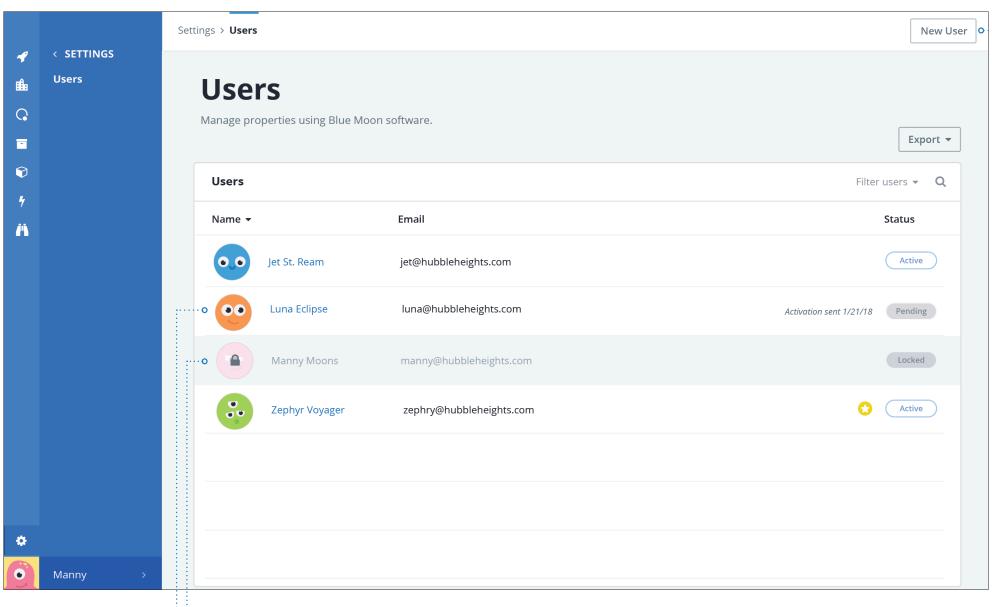
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The account owner has access to the manage users section inside settings. Here they can add, edit, or remove users from the program.

The manage users section of Mission Control will look and work exactly the same in the Affiliate Portal.



# **Account Owner**

Only one (1) owner is allowed per Mission Control/Affiliate Portal account. The account owner icon is displayed next to the status column.

account owner icon

# Locked Out

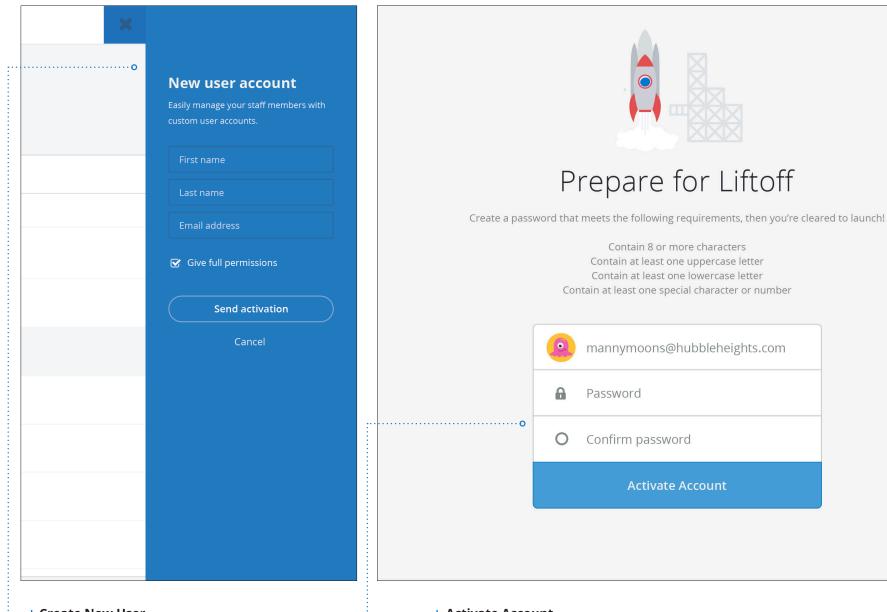
Users who incorrectly enter their password ten (10) consecutive times are locked out for 30 minutes. Account owners can manually unlock these users.

# **Pending Activation**

Users who were sent the activation email but have not yet activated their account.

## **Create New Users**

Clicking the *New User button* slides open the *New User Panel*. New users can be added one at a time.

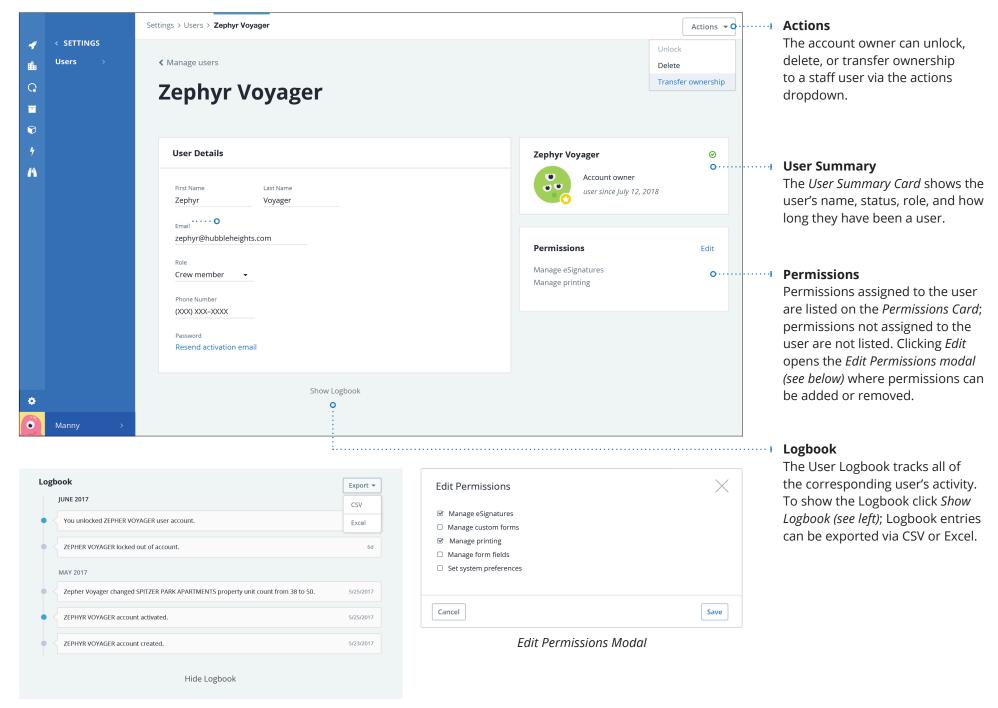


### ····· Create New User

New users can be added one at a time via the *New User Account* feature. Name and email are required to create an account. Clicking *Send activation* creates the user and sends an *Account Activation* email to the new user's address.

### ..... Activate Account

User's activate their accounts by creating their password.



Show Logbook