


## Configure User Account Settings

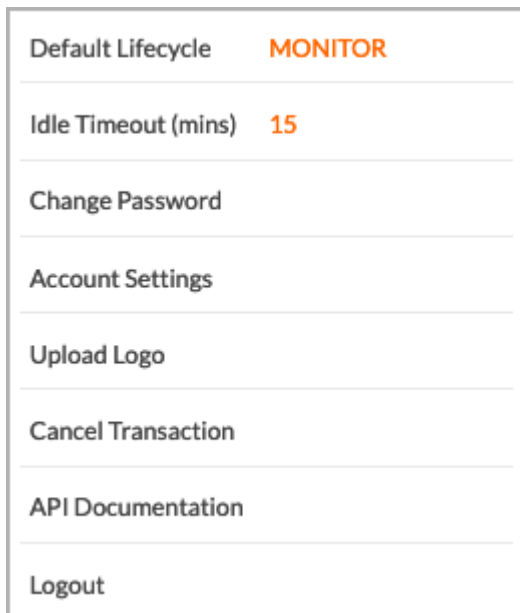
 For supported software information, click [here](#).

On the user account menu, you configure variable user parameters.

To display the user account menu, click the user account name menu to the right of the  Information icon.



The user account menu displays.



The user account menu contains the following items:

Field	Description
Default Lifecycle	Default lifecycle screen that is displayed when you first accesses a tenant site. To change the setting, edit the user account settings, as described in <a href="#">Change User Account Settings</a> , below.
Idle Timeout	How long, in minutes, a user session can remain idle before the user is logged out. To change this setting, edit the user account settings, as described in <a href="#">Change User Account Settings</a> , below.
Change Password	Click to change your password. For more information, see <a href="#">Change the User Account Password</a> , below.
Account Settings	Click to edit your user account settings. For more information, see <a href="#">Change User Account Settings</a> , below.
Upload Logo	Click to upload a logo image file. For more information, see <a href="#">Upload a Logo</a> , below.
Cancel Transaction	Select to cancel all configuration changes initiated by users. This menu item is visible to root users only.
API Documentation	Select to access the online API documentation for the Core Service and Monitoring Service.
Log Out	Log out of Concerto orchestrator.

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## Change the User Account Password

To change the user account password from the service provider or enterprise provider home screen:

1. In the user account menu, click Change Password.

Default Lifecycle	MONITOR
Idle Timeout (mins)	15
Change Password	
Account Settings	
Upload Logo	
Cancel Transaction	
API Documentation	
Logout	

2. In the Change Password screen, enter the new password.

### Change Password for admin

Current Password

New Password

Confirm Password

Cancel

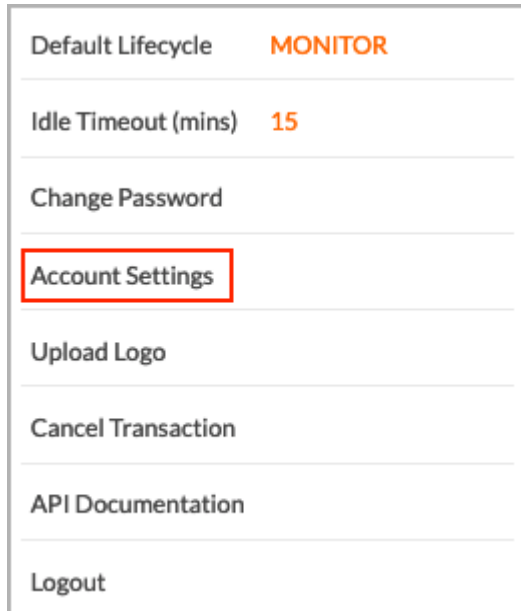
Submit

3. Retype the new password to confirm it.
4. Click Submit.

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## Change User Account Settings

1. In the user account menu, click Account Settings.



A screenshot of a user account menu. The menu is a vertical list of items separated by horizontal lines. The items are: 'Default Lifecycle' with a value of 'MONITOR' in orange; 'Idle Timeout (mins)' with a value of '15' in orange; 'Change Password'; 'Account Settings' which is highlighted with a red rectangular border; 'Upload Logo'; 'Cancel Transaction'; 'API Documentation'; and 'Logout'.

Default Lifecycle	MONITOR
Idle Timeout (mins)	15
Change Password	
Account Settings	
Upload Logo	
Cancel Transaction	
API Documentation	
Logout	

2. In the General tab of the Edit User screen, edit the information, as desired.

Edit User

General

Settings

First Name

Administrator

Last Name

Administrator

Roles

> Service Provider Administrator

Email

Phone

Two Factor Authentication

Account Credentials

✓ External User

Username

Admin

Close

Next

- Click Next, or select the Settings tab. In the Edit User screen, edit the information as desired.

Edit User

General

Settings

Idle Timeout (mins)

30

Landing Lifecycle

✓ Monitor

✓ Deploy

✓ Configuration

Monitor Default Site View ?

✓ Honeycomb

✓ Map

✓ List

Cancel

Save

Field	Description
Idle Timeout	How long, in minutes, a user session can remain idle before the user is logged out.
Landing Lifecycle	Select the lifecycle screen that is displayed when you first accesses a tenant site.
Monitor Default Site View	(In Releases 10.2.1 and later.) Select the view that displays when you first accesses a tenant site.

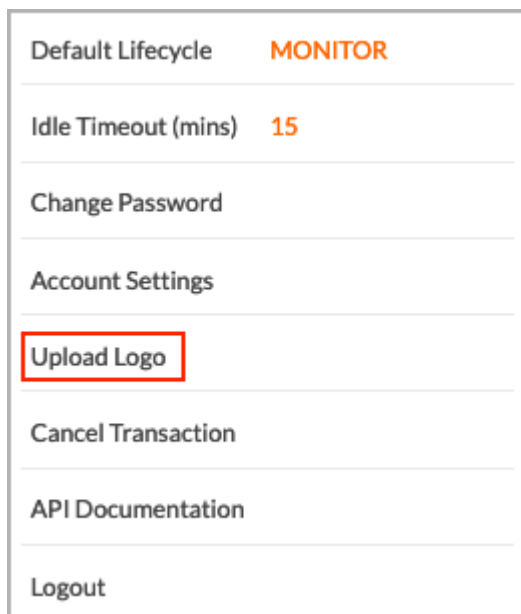
4. Click Save.

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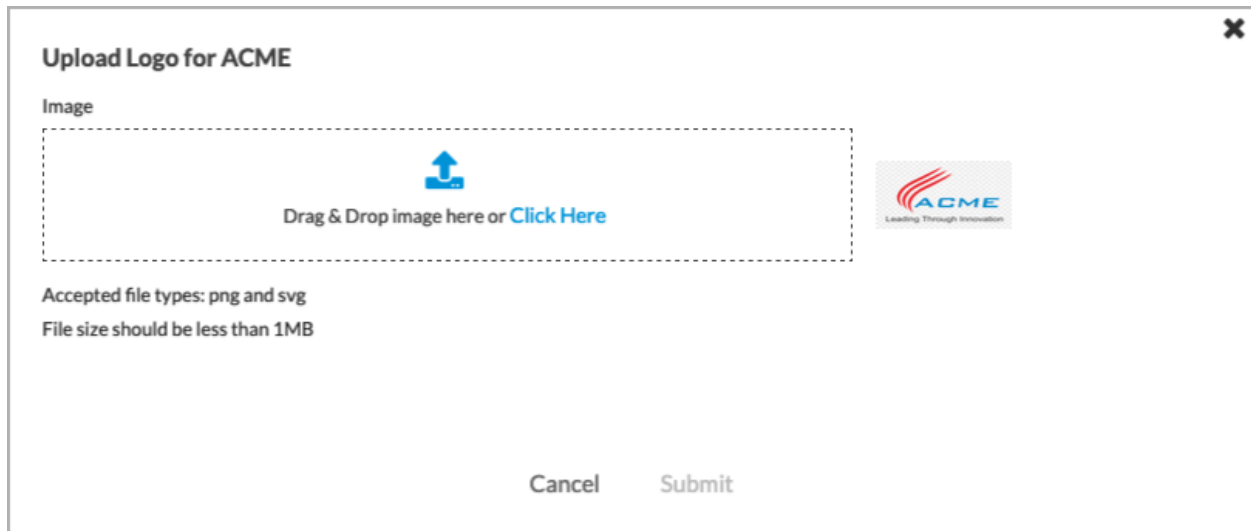
## Upload a Logo

To upload a logo image file:

1. In the user account menu, click Upload Logo.



2. In the Upload Logo screen, drag and drop the logo image file into the Image box, or select Click Here to choose the image file to upload. The files just be in PNG or SVG format and should be less that 1 MB in size.



3. Click Submit to upload the logo image file.

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## Cancel a Transaction

Note: This menu item is visible to root users only.

1. In the user account menu, click Cancel Transaction.



2. Click Yes to cancel all configuration changes initiated by users.

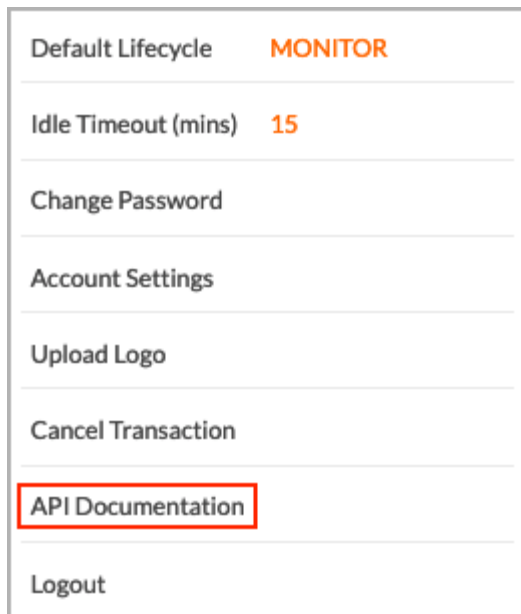
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## View API Documentation

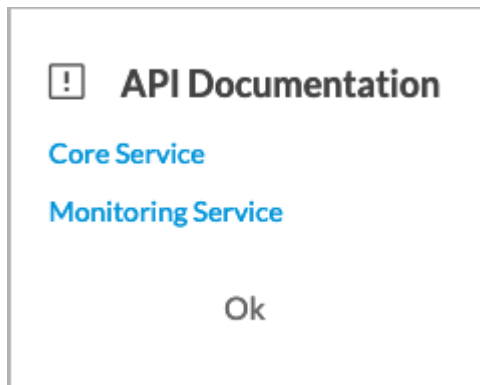
*For Releases 11.3.1 and later.*

1. In the user account menu, click API Documentation.





The API Documentation popup window displays.



2. Click Core Service to open the core service API documentation in a new browser window.
3. Click Monitor Service to open the monitoring service API documentation in a new browser window.
4. In the API Documentation popup window, click OK to close the window.

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## Logout of Concerto

Click the Logout in the user account menu to log out of Concerto.

Default Lifecycle	MONITOR
Idle Timeout (mins)	15
Change Password	
Account Settings	
Upload Logo	
Cancel Transaction	
API Documentation	
Logout	

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## Supported Software Information

Releases 10.1.1 and later support all content described in this article, except:

- The API Documentation option in the user account menu is available through Versa Networks cloud-hosted SASE services only.

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## Additional Information

[Concerto Home Screen Overview](#)

[Manage Users](#)