

Add Users

You can create users for each individual you want to give access to ApplicationInsights. To do so:

1. Navigate to this URL of your appliance: **https://<FQDN or IP>/idna/sys/accounts**
2. Log in with an **Administrator** user (default user: *config*; PW: *config*)
3. For creating new users, go to the **Add Users** section:

USERS

Filter:

Id	Username
42	config

ADD USER

Username

Password

Email

Language

Match Key

Authority

Viewer

Viewer

Administrator

→

register

CHANGE PASSWORD

Old Password

New Password

New Password (again)

update

LDAP

IMPORT

Import users

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Important
You have to fill in the **Match Key** field as well or otherwise the user creation will fail.
You can use the email address of a user (or a fake address) as the match key. It only has to be unique amongst all other existing users.

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Authority
Please refer to [User Roles \(Authority\)](#) for more information on that.

4. Click **register**