## How to Add & Delete User(s)

#### 1. Accessing the Insight Portal

 Navigate to the Insight Portal at <u>https://insight.d2cybersecurity.com/</u> and log into your account dashboard.

Sign in to your acc	ount
Email *	
name@organization.com	
Password *	
	ø
Forgot Password?	Continue
Forgot Password?	_
nsight Version 6.6	
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### 2. Add and Delete User(s)

- a. Overview:
  - i. Navigate to the User Management section of your dashboard.

Jser Managem	ent			
USERS	REQUESTS			
Search			💄 Add User	Add/Delete Group
Name		Email		Actions

ii. To add an individual user, click the Add User button (continue to Step b).

User Manageme	ent			
USERS	REQUESTS			
Q Search			2+ Add User	Add/Delete Group

iii. To add or remove a group of users, click the Add/Delete Group button (continue to Step d).

User Manageme	nt			
USERS	REQUESTS			
Q Search			💄 Add User	Add/Delete Group

#### b. Add User

i. After selecting the Add User button, fill out the required fields.

First Name *	Last Name *	
The rune	Last Humo	×
Email *	Dept/Location/Division	
Add Additional User		

ii. After filling all required fields, click the **Submit and Save** button.

First Name *	Last Name *	
f-name	I-name	
Email *		×
name@organization.com	Dept/Location/Division	
Add Additional User		

#### c. Delete User

i. To delete a single user, simply click the corresponding Trash Can icon.

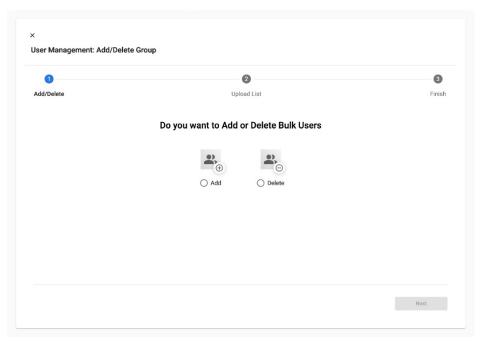
USERS	REQUESTS		
Q Search			2 Add User Add/Delete Group
Name		Email	Actions
f-name, I-name		name@organization.com	
f-name, I-name		name@organization.com	<b></b>
f-name, I-name		name@organization.com	Î
🔲 f-name, I-name		name@organization.com	Î
🔲 f-name, I-name		name@organization.com	Î
f-name, I-name		name@organization.com	

ii. Alternatively, select the checkbox next to the user's name and click the **Delete User(s)** button located above the table.

	er Add/Delete Group
	Delete Users
Email	Actions
name@organization.com	
name@organization.com	
name@organization.com	
name@organization.com	1
	Email name@organization.com name@organization.com name@organization.com

#### d. Adding or Deleting a Group of Users

i. After clicking the **Add/Delete Group** button, you will be prompted with the following screen:



ii. Select either the Add or Delete option, then click the Next button.

Finish

 iii. Drag & drop your up-to-date user list excel file into the designated area.
PLEASE NOTE: The system will only accept our pre-formatted "Insight Excel User Template", which can be downloaded <u>here</u>.

dd/Delete	<b>(2)</b> Upload List	
du/Delete	Opidad List	Finish
	Drag and drop your pre-formatted user list file below (Download the excel user list template here)	
	Drag and drop your completed excel user list file here, or browse	

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 iv. Once the user list loads, click the Submit and Save button to complete the addition or removal of users.
PLEASE NOTE: Removing 100+ users will prompt our Operations Team to

**PLEASE NOTE:** Removing 100+ users will prompt our Operations Team to review your request.

0		2		3
Add/Delete		Upload List		Finish
First Name	Last Name	Email	Division/Location/Department	Actions
Abraham	Bender	abender@organization.com	П	
Ауа	Kemp	akemp@organizationname.com	HR	
Dennis	Carr	dcarr@organization.com	HR	
Eileen	Benjamin	eben@organization.com		
Hazel	Jordan	hjordan@organization.com		
Honor	Cole	hcole@organization.com	т	
Ibraheem	Andersen	ianderson@organization.com	п	

v. Upon completion, you will see the following screen. Click either the "X" button or the **Back to User Management** button to exit this interface.

0	0	3
Add/Delete	Upload List	Finish
	<u>•</u> <u></u>	
	Success!	
	Your user request has been successfully submitted. You will receive an email	
	confirmation when your list has been updated.	
	Back to User Management	