

Add an Administrator to Infinigate Core

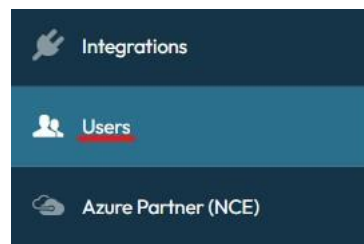
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How to add an Administrator/User in Infinigate CORE

To add an administrator or a user into Infinigate CORE, please follow the below instructions:

1. Open a web browser and navigation to <https://core.infinigate.cloud> – sign in using your Infinigate CORE credentials.
2. Once signed in, click Users on the left-hand navigation.



3. Now click on Add New Users.

 Users

Add New Users

SPECIFY NEW USER

First Name

e.g.: John

Last Name

e.g.: Smith

Email

e.g.: john@mycompany.com

This email address will be used to sign in and receive notifications.

Access Rights

☒ Allow user to manage assigned services only
☐ Assign staff member roles to user
☐ Use different emails to sign in and receive notifications

ONE MORE USER

4. Enter in the User's first name, last name, email address, and select the role you wish the User to have:
 - Admin will allow the user to login and manage customer accounts in Infinigate CORE.
 - User provides limited access and will only allow the user to manage and update their own account settings.
5. If you wish to send the user their login credentials, tick the box to send activation email to users. This will send an activation link using the details entered in Step 4 to the user which they can follow to login to Infinigate CORE.

SELECT OPTIONS

☐ Send activation email to users

Users will be given an activation link to log in to the Control Panel and enable services assigned.

6. Click **Finish**.
7. The user/admin will now be listed under Users within Infinigate CORE.



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