#### **Creating User Accounts**

- 1. In the User Account Manager, select **User»New User**.
- 2. Enter the domain name of the new user in the **Username** field.
- 3. Enter the **Full Name** of the user.
- 4. Enter job titles or other relevant information in the **Description** field.
- 5. Enter the user password in the **Password** field.
- 6. Enter the password a second time in the **Confirm Password** field to make sure there was no typing error in the first entry.
- 7. Set the **Security Level** for the new user. Security levels range from 0 to 10, with 10 being the highest possible security authorization. Assign level 10 access only to those people responsible for system security.
- 8. **Minutes idle until logoff** sets how long your application runs with no operator interaction before logging the current user off automatically. Setting this value to 0 (the default) means there is no timeout in effect.
- 9. You can set an expiration time for passwords. Users cannot reset their own password; a member of the Administrator group must set the password for them. The default is for passwords never to expire.
- 10. Place a checkmark in the **Account Disabled** checkbox if you want to disable a user account without removing the user from the system.
- 11. Click the **Groups** button to add this user to various local security groups. The Group Memberships dialog box appears. The <u>built-in groups</u> are Administrators, Guests, Operators, and System Operators. Any groups you have created are also shown.
- 12. To enter a user in a group, highlight the group in the **Not Member of** field and click the **Add** button. To remove a user from membership in a group, highlight a group in the **Member of** field and click the **Remove** button.



**Note** When you add an individual user whose individual account has a security level different than that of the group, that user has the higher of the security levels.

13. Click the **OK** button.

#### **Creating Group Accounts**

- 1. In the User Account Manager, select **User»New Local Group**.
- 2. Assign a name to the group in the **Group Name** field.
- 3. Enter a description of the group in the **Description** field.
- 4. Assign the security level for members of this group in the **Security Level** field.



**Note** When you add an individual user whose individual account has a security level different than that of the group, that user has the higher of the security levels.

- 5. To add Members, click the **Add** button. The Add Users and Groups dialog box appears.
- 6. The **List Names From** listbox selects the domain to list user names from. At this time, you are restricted to your local domain. Administrator and Guest are <u>built-in users</u>. Any users you have created are also shown.
- 7. Highlight the names you want to add in the **Names** field, and click the **Add** button to add those users to your group.

### **Editing Accounts**

The dialog boxes for editing users and groups are essentially the same as those for creating users and groups. Complete the following steps to modify user and group accounts.

- 1. In the User Account Manager, either double-click the user or group you want to edit, or highlight the user or group and select **User»Properties**. The User Properties dialog box appears and displays information about user activity.
- 2. Enter information into the User Properties dialog box fields as you would when <u>creating user accounts</u> or <u>creating group accounts</u>.
- 3. Click the **OK** button.

#### **Using Built-In User and Group Accounts**

The National Instruments User Account Manager comes with several user accounts and groups built-in.

The built-in user accounts include Administrator, Everyone, Guest, and (nobody).

The built-in groups include Administrators, Guests, Operators, and System Operators. You cannot delete any of these accounts, though you can edit the properties of some of them.

The Administrator account overrides all other security settings and has access to everything in your application. This override extends to all individual accounts added to the Administrators group. You cannot delete the Administrator account or change its security level. You can set the password and enter the name and a description of the Administrator. You can add or remove individual user accounts from the Administrator group.

The (nobody) account cannot be edited or deleted, and does not actually appear as an account in the User Account Manager. This account is what your application defaults to when no authorized user is logged on. It always has a security level of 0.

You can edit all the properties of the Guest user account and of the Guests, Operators, and System Operators groups.

## **Important Information**

Conventions

Warranty

Copyright

<u>Trademarks</u>

Warning Regarding Use of NI Products

#### **Conventions**

#### The following conventions appear in this help file:

» The » symbol leads you through nested menu items and dialog box options to a final action. The sequence File»Page Setup»Options directs you to pull down the File menu, select the Page Setup item, and select Options from the last dialog box.

D

This icon denotes a note, which alerts you to important information.

**bold** Bold text denotes items that you must select or click on in the software, such as menu items and dialog box options. Bold text also denotes parameter names, emphasis, or an introduction to a key

concept.

green Underlined text in this color denotes a link to a help topic, help file, or Web address.

monospace This font is used for the proper names of disk drives, paths, directories, programs, subprograms,

subroutines, device names, functions, operations, variables, filenames and extensions, and code  ${\cal C}$ 

excerpts.

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