

Authentication and authorization

Working with security, network configurations, and general preferences

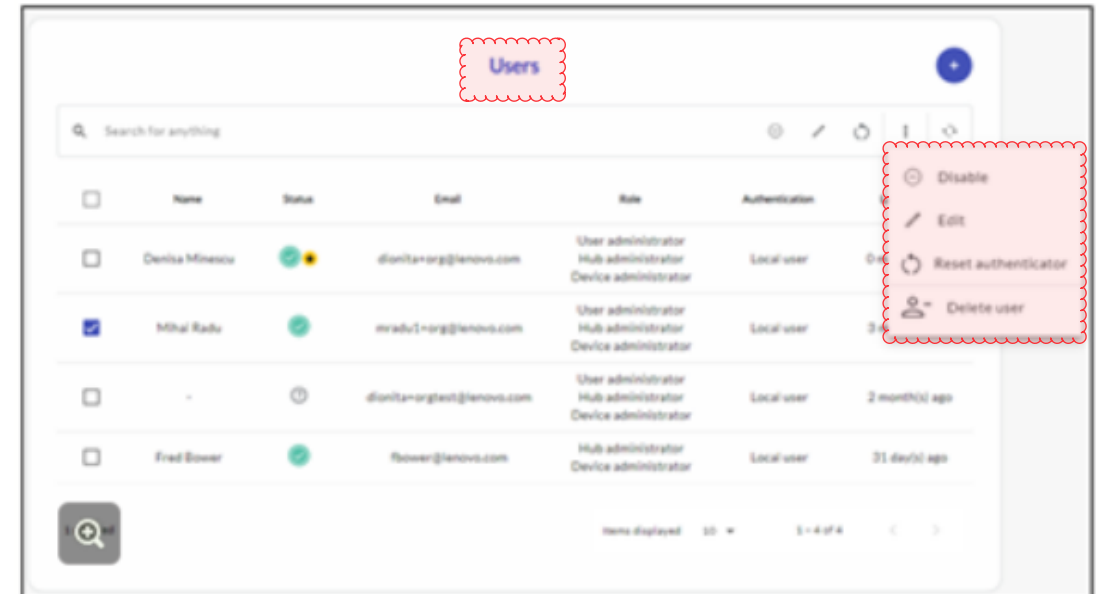
Lenovo

Managing users

Users can be added by an organization's user administrators. On the **Organizations Management** page, user administrators can perform the following actions:

- Create new users (owners or normal)
- Edit user roles or owner privileges
- Lock or unlock active users
- Resend invitations to pending users
- Delete users
- Reset authenticators for active users

New owners can be added by an organization administrator from the **Portal Management** page.



Account settings

To check or **change personal data**, click the user name in the top right corner of the screen. From the drop-down menu, select **Account settings**, and a new pop-up window with the following sections will be displayed:

- **Personal Information**: Check and edit basic **personal data**
- **Signing in**: **Change a password** or **reset the authenticator**
- **Active user sessions**: See **all active sessions**

Password reset

Users who forget their password can reset it on the sign-in page.


After entering the email address associated with the account, they will receive an email with further instructions.

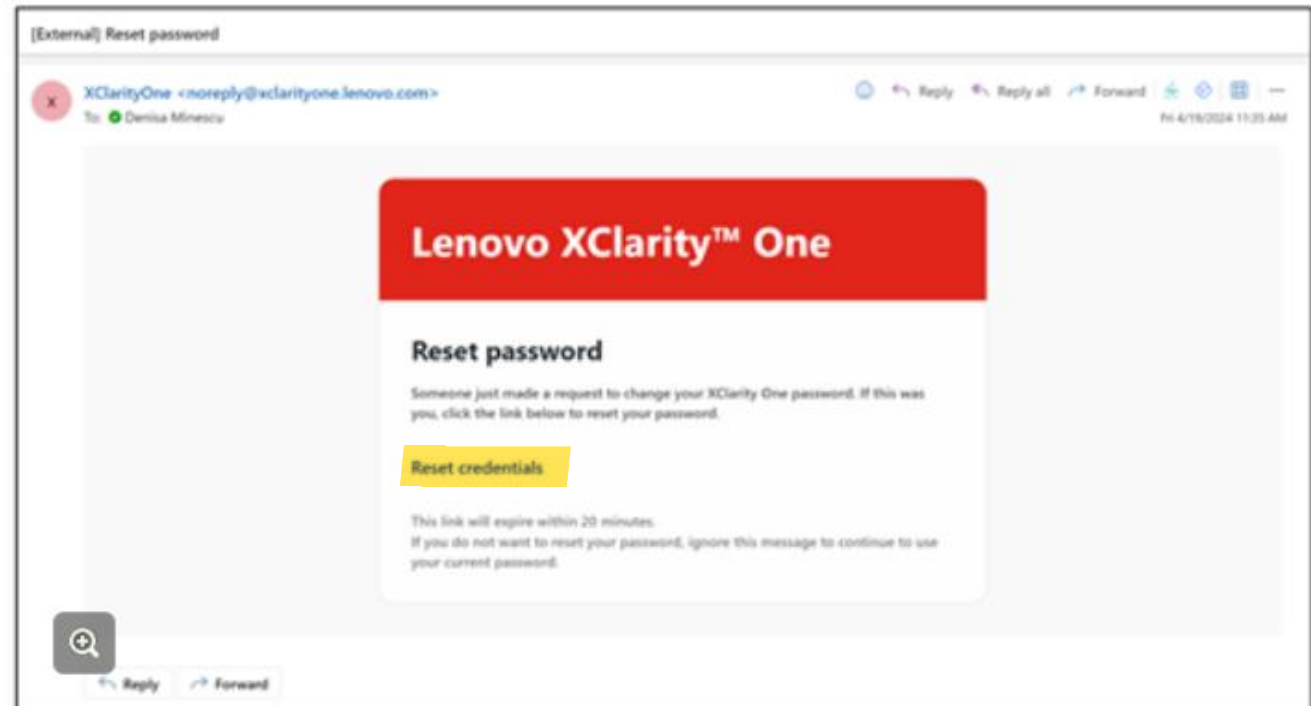
Change password

Enter your email address. We will send you instructions about how to create a new password.

Email address

[Restart sign in.](#)

 Submit



User sessions

XClarity One users can have up to three user sessions at the same time. Sessions expire after two hours of active use or 30 minutes of idle time. When a user session expires, the user will automatically be signed out and must sign in again to continue their work. XClarity One session timeouts cannot be modified by users.

If five consecutive sign-in attempts fail within a 15-minute period, or if consecutive sign-in attempts occur within one second, the user account will be locked for 60 minutes.

General preferences

- Dates are formatted according to the user's time zone
- All information is displayed in English
- Users are not currently able to set general preferences, but the ability to select certain preferences – for example, dark/light mode, translations, temperature units – will be available in a future release.