

Users

In the **users** section, you can create, edit, and list system users.

Creating users

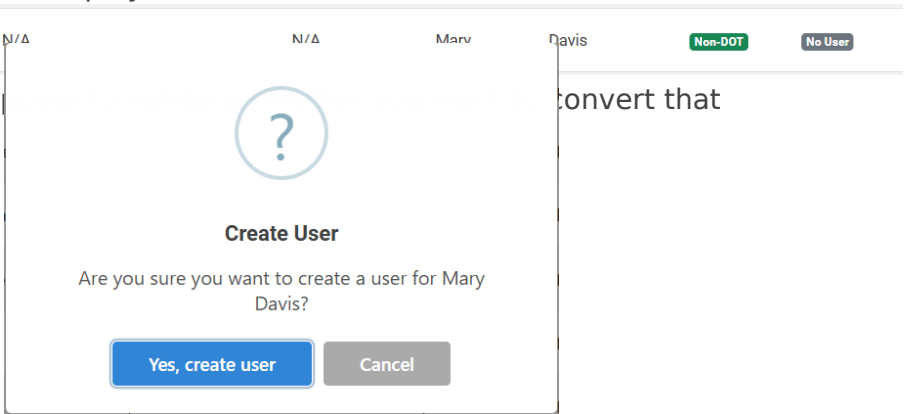
There are two ways to create users in the system:

1. Assign permissions to an existing employee:

- Select the “+” icon next to the employee.

- A confirmation window will appear.

employee into a portal user.



- Once the credentials have been successfully created, a temporary password will be generated and sent to the user's registered email address.

<input type="checkbox"/>	172696	mary.davis.nexus	N/A	N/A	Mary Davis	Non-DOT	Enabled
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Creating multiple users

Select several employees using the checkboxes and click on the “Create User” button to generate multiple users simultaneously.

User Management

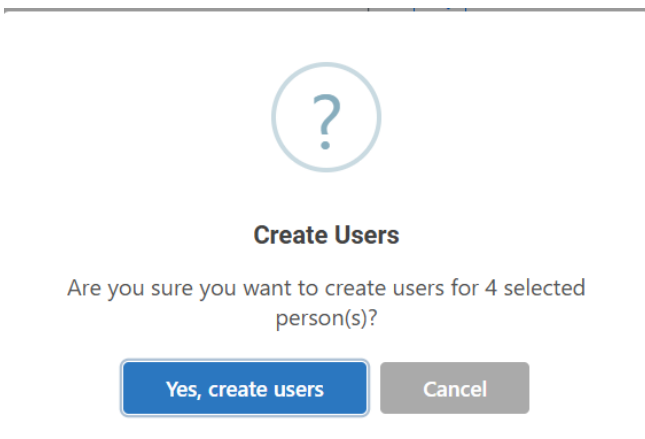
+ CREATE USER (4)

Search...



<input type="checkbox"/>	Identification	Username	Email	Work Group	First Name	Last Name	DOT/NonDOT	Status	Options
<input type="checkbox"/>	11111	melvin.rodriquez.nexus	melvin.rodriquez@nexus33.com	Administration	Melvin	Rodriguez	Non-DOT	Enabled	
<input type="checkbox"/>	33333	hector.garcia.nexus	hector.garcia@nexus33.com	Administration	hector	garcia	Non-DOT	Enabled	
<input type="checkbox"/>	44444	edin.memec.nexus	michael.tapias@nexus33.com	Administration	Michael	Tapias	Non-DOT	Enabled	
<input type="checkbox"/>	172696	mary.davis.nexus	N/A	N/A	Mary	Davis	Non-DOT	Enabled	
<input checked="" type="checkbox"/>	395709	N/A	N/A	N/A	Michael	Busch	Non-DOT	No User	+
<input checked="" type="checkbox"/>	386949	N/A	N/A	N/A	Douglas	Callahan	Non-DOT	No User	+
<input checked="" type="checkbox"/>	395759	N/A	N/A	N/A	Lucinda	Burchett	Non-DOT	No User	+
<input checked="" type="checkbox"/>	1348	N/A	N/A	N/A	Robert	Greene	Non-DOT	No User	+

A confirmation window will appear to validate whether you want to convert the selected employees into users.



<input type="checkbox"/>	395709	michael.busch.nexus	N/A	N/A	Michael	Busch	Non-DOT	Enabled	
<input type="checkbox"/>	386949	douglas.callahan.nexus	N/A	N/A	Douglas	Callahan	Non-DOT	Enabled	
<input type="checkbox"/>	395759	lucinda.burchett.nexus	N/A	N/A	Lucinda	Burchett	Non-DOT	Enabled	
<input type="checkbox"/>	1348	robert.greene.nexus	N/A	N/A	Robert	Greene	Non-DOT	Enabled	

Editing users

From the Edit option, you can:

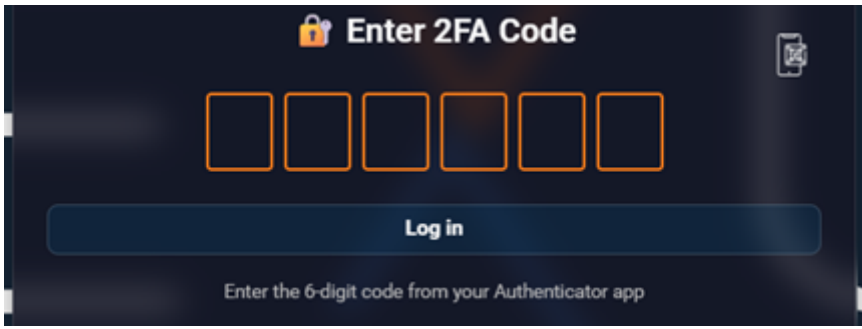
- Enable or disable a user's access to the portal.
- Enable or disable multi-factor authentication (MFA).

- Enable or disable Show QR to embed the two-factor authentication app.
- Configure the roles associated with each user.
- Allows you to reset the password for portal users in case of forgotten or lost access.

Note: If the user has never enabled multi-factor authentication, a QR code will be displayed when they log in for the first time, which they must scan with the Scanner Authenticator app.



To view the **QR** code again, click on the cell phone icon ?.



If you lose or change your device, you can re-enable the “**Show QR Code**” option to reconfigure authentication with Google Authenticator.

- Enabled
- Show QR Code
- Multi-Factor Authentication (MFA)

To **search** for a user, click on the magnifying glass icon, and to clear

User Management

+ CREATE USER (0)

<input type="checkbox"/>	Identification	Username	Email	Work Group	First Name	Last Name	DOT/NonDOT	Status	Options
<input type="checkbox"/>	11111	melvin.rodriguez.nexus	melvin.rodriguez@nexus33.com	Administration	Melvin	Rodriguez	Non-DOT	Enabled	

Showing 1 to 1 of 1 entries

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Revision #7

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