

# DuraCloud Management Console

## DuraCloud Management Console

The Management Console is the starting point for all DuraCloud users and accounts. It provides a place to manage your user profile as well as your DuraCloud account.

The Management Console can be found here: <http://manage.duracloud.org>

While you are able to create a personal user profile in the Management Console, you must have access to a DuraCloud account in order to perform most functions described on this page. To subscribe to the DuraCloud service and gain access to a DuraCloud account, please visit <http://duracloud.org/subscribe>.

### Management Console Tasks

1. Create or update a user profile
  - a. To create a user profile:
    - i. visit <http://manage.duracloud.org>
    - ii. click "Create New Profile"
    - iii. complete the "Profile Details" form
    - iv. click "Create Profile"
  - b. To update a user profile:
    - i. visit <http://manage.duracloud.org>
    - ii. enter username and password and click "Login"
    - iii. click "My Profile" in the top right corner of the screen
    - iv. edit any profile information presented
    - v. click "Save"
2. Edit a DuraCloud account
  - a. To edit a DuraCloud account:
    - i. visit <http://manage.duracloud.org>
    - ii. enter username and password and click "Login"
    - iii. click "Account Information" on the right of the screen
    - iv. click "Edit" in the middle of the screen
    - v. edit any account information presented
    - vi. click "Save"
3. Manage users in a DuraCloud account
  - a. To manage users in a DuraCloud account:
    - i. visit <http://manage.duracloud.org>
    - ii. enter username and password and click "Login"
    - iii. click "Manage Users and Roles" on the right of the screen
    - iv. in the "Active Users" section
      1. change the role of a user in the account by selecting the new role from the dropdown and clicking "Save"
      2. remove a user from the account by clicking "Remove from Account"
    - v. in the "Invite Users" section
      1. add a new user to the account by typing their email address and clicking "Invite"
    - vi. in the "Pending Users" section
      1. all users who have been invited to join an account but who have not redeemed their invitation will be listed, as well as the expiration date of the invitation
4. Manage a DuraCloud Instance
  - a. To manage a DuraCloud instance:
    - i. visit <http://manage.duracloud.org>
    - ii. enter username and password and click "Login"
    - iii. in the "Active Accounts" section
      1. view the "Host Name"
      2. click the "Launch DuraCloud Administrator" to navigate to the DuraCloud instance
      3. view the "Version" of DuraCloud software the DuraCloud instance is running
      4. view the "Status" of the DuraCloud instance