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