Overview

This topic describes the fields and actions on the Settings page. You can view the details of MSP administrators and also add a new MSP administrator. On the Settings page, you can view the details of the administrators, such as MSP administrators, Tenant administrators, and Read-only administrators. You can also add a new administrator to the MSC portal.

For more information about the default roles and permissions given to these administrators, see Role based Access Control.

Access Path

1. Log in to the MSC portal.
2. On the main toolbar of the MSC portal, click the Settings icon ( ) next to the Reports menu.
   The Settings page appears with the list of administrators added to the MSC portal.
The following table lists the fields and table columns on the **Settings** page.

### Field Description

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>MSP Administrators</td>
<td>The number of MSP administrators added to the MSC portal.</td>
</tr>
<tr>
<td>Tenant Administrators</td>
<td>The number of Tenant administrators added to the MSC portal.</td>
</tr>
<tr>
<td>Read Only Administrators</td>
<td>The number of Read-Only administrators added to the MSC portal.</td>
</tr>
</tbody>
</table>

### Columns

<table>
<thead>
<tr>
<th>Column</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td>The full name of the Administrator.</td>
</tr>
<tr>
<td>Email ID</td>
<td>The email address that is configured for the Administrator.</td>
</tr>
<tr>
<td>Role</td>
<td>The Role of the Administrator. For more information, see <a href="https://docs.druva.com/Phoenix/070_Managed_Service_Providers/101_View_Settings_page">Role based Access Control</a></td>
</tr>
<tr>
<td>Last Login</td>
<td>The last date and time when the Administrator logs into the MSC portal.</td>
</tr>
</tbody>
</table>

### Actions

The following table lists the actions that you can perform on the **Settings** page.

<table>
<thead>
<tr>
<th>Action</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>New Administrator</td>
<td><a href="https://docs.druva.com/Phoenix/070_Managed_Service_Providers/101_View_Settings_page">Add a new administrator</a> to the MSC portal.</td>
</tr>
<tr>
<td>Action</td>
<td>Description</td>
</tr>
<tr>
<td>--------------------</td>
<td>-----------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Reset Password</td>
<td>Reset the password for an existing administrator.</td>
</tr>
<tr>
<td>Delete Administrator</td>
<td>Delete an existing administrator on the MSC portal.</td>
</tr>
</tbody>
</table>

**Add a new Administrator**

On the Settings page, you can add a new administrator for your MSC portal and assign the appropriate role to the administrator. Based on the assigned role, the administrator can manage the service plans, customers, and the MSC portal.

For more information about roles and permissions of the administrator, see [Role based Access Control](#).

**Procedure**

1. Log in to the Managed Services Center portal.
2. On the main toolbar of the MSC portal, click the **Settings** icon ( ![Settings icon](https://docs.druva.com/Phoenix/070_Managed_Service_Providers/101_View_Settings_page) ) next to the **Reports** menu.
3. On the Settings page, click **New Administrator**.
4. In the **New Administrator** dialog box, specify the name, unique email address, and phone number of the administrator.
   - It is mandatory to specify all these details.
5. Select the appropriate role for the new administrator.
6. Keep the default **MSP Administrator** role for the administrator.
7. Click **Done**.
   - The button is enabled only when you specify all the details of the administrator.

**Reset password of an administrator**

On the **Settings** page, you can reset the password of an administrator of the MSC portal. When an administrator resets the password, an email with a password reset link is sent to the administrator.

*Note:* The password reset link is valid only for 24 hours.

**Procedure**

1. Log in to the Managed Services Center portal.
2. On the main toolbar of the MSC portal, click the **Settings** icon ( ![Settings icon](https://docs.druva.com/Phoenix/070_Managed_Service_Providers/101_View_Settings_page) )
3. On the Administrators page, click the required administrator’s name whose password you want to reset.

4. On the administrator details page, click **Reset Password**.

5. The administrator receives an email with a link to reset the password.

   **Important** This link is valid for 24 hours. If the password reset link expires before the password is reset, the administrator can resend the email.

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**Delete administrator**

On the Settings page, you can delete an existing administrator that you no longer need from the MSP portal.

**Procedure**

1. Log in to the Managed Services Center portal.
2. On the main toolbar of the MSP portal, click the **Settings** icon ( ) next to the Reports menu.
3. On the Administrators page, click the administrator’s name that you want to delete.
4. On the administrator details page, click the more icon and click **Delete**.