

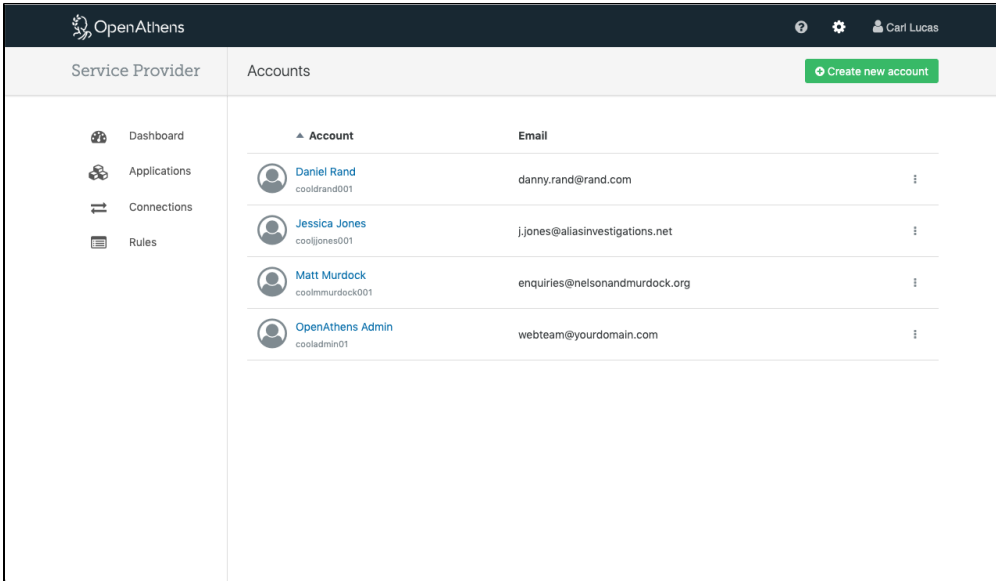
Manage access to the dashboard

The option under the gear icon allows you to manage OpenAthens administrator accounts which can be used to access the publisher dashboard.

The default level of access is all, but you can [limit their access to individual applications and connections as required](#).

View accounts

The standard view is a list of your administrator accounts. This list includes any accounts you have created via the customer dashboard, and any you have created under your login in the OpenAthens MD interface (<https://admin.openathes.net>).

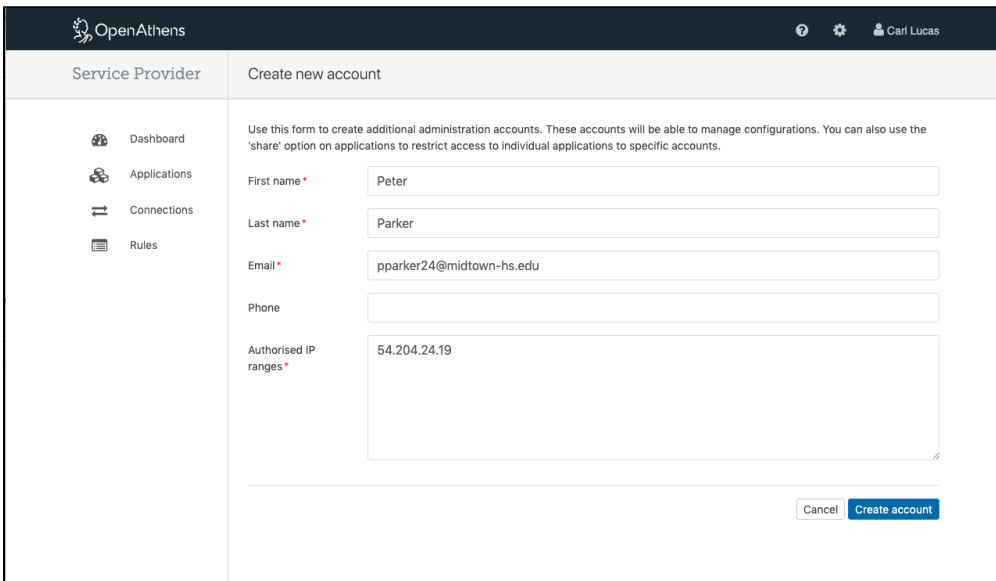


The screenshot shows the OpenAthens interface with a sidebar on the left containing navigation options: Dashboard, Applications, Connections, and Rules. The main content area is titled 'Accounts' and features a 'Create new account' button. Below this is a table listing administrator accounts with columns for 'Account' and 'Email'. Each account entry includes a profile icon, the account name, a unique ID, and the email address. A vertical ellipsis menu is visible to the right of each row.

Account	Email
Daniel Rand coolrand001	danny.rand@rand.com
Jessica Jones cooljones001	j.jones@alliasinvestigations.net
Matt Murdock coolmurdock001	enquiries@nelsonandmurdock.org
OpenAthens Admin cooladmin001	webteam@yourdomain.com

Add an account

To add a new account, click the green button and fill in the form. The assigned user will be sent an email with a link to set a password.



The screenshot shows the 'Create new account' form in the OpenAthens interface. The form includes a sidebar with navigation options and a main content area with a title 'Create new account' and a brief instruction. The form fields are: First name (Peter), Last name (Parker), Email (pparker24@midtown-hs.edu), Phone (empty), and Authorised IP ranges (54.204.24.19). At the bottom right, there are 'Cancel' and 'Create account' buttons.

Remove an account

You can delete an account either by opening the details and clicking the trash icon, or by selecting delete from the menu next to an account in the list ().

Both display a confirmation dialog before non-recoverably deleting the account and any test accounts it owned.

Related

Related documentation for the MD interface for additional management options:

- [About Organisation accounts](#)
- [Email templates](#)