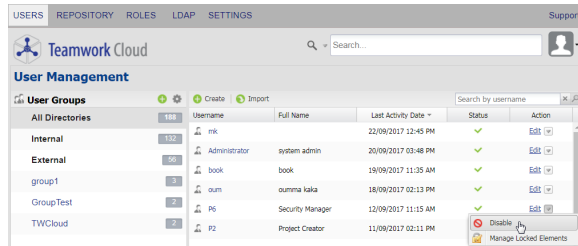


Enabling or disabling user login


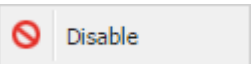
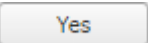

Regardless of the roles or resource you assign to the user, if you do not enable their access, they can never perform any operation through Teamwork Cloud Admin (TWAdmin). Depending on your role, you can enable or disable both existing and new users from accessing the Teamwork Cloud (TWCloud) system.

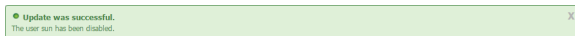
You can enable or disable the existing user's access on either the **User Management** page or the **User detail** page. By default, TWAdmin grants access to a new user. But, you can disable this option whenever you create one.




Disabling a user's access to TWCloud.


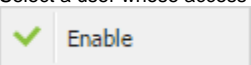

To disable an existing user's access on the User Management page

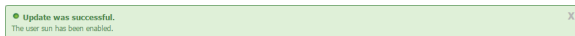
1. Select a user whose access to the TWCloud system you want to disable or enable, and click .
2. Click . A confirmation to disable the user's access will appear.
3. Click . A message informing that the user has been disabled and the disable icon  in the user's **Status** column on the **User Management** page will appear (see the following figures).



Username	Full Name	Last Activity Date	Status	Action
beer		10/01/2017 12:26 PM	✓	Edit
Administrator	system admin	10/01/2017 12:11 PM	✓	Edit
boyd		10/01/2017 08:45 AM	✓	Edit
book	book	10/01/2017 08:11 AM	✓	Edit
bat		09/01/2017 02:41 PM	✓	Edit
sun		09/01/2017 02:33 PM		Edit

To enable an existing user's access on the User Management page

1. Select a user whose access to the TWCloud system has been disabled and click  > . A message informing that the user has been disabled and the enable icon  will appear in the user's **Status** column.



Username	Full Name	Last Activity Date	Status	Action
beer		10/01/2017 12:26 PM	✓	Edit
Administrator	system admin	10/01/2017 12:11 PM	✓	Edit
boyd		10/01/2017 08:45 AM	✓	Edit
book	book	10/01/2017 08:11 AM	✓	Edit
bat		09/01/2017 02:41 PM	✓	Edit
sun		09/01/2017 02:33 PM	✓	Edit

To disable or enable an existing user's access through the User detail page

1. Click a username on the **User Management** page whose login status you want to disable or enable. The **User detail** page will open.

Related pages

[User management page](#)

[Enabling or disabling user login](#)

[Importing users](#)

[Editing user information](#)

[Converting users to internal or external](#)

[Copying roles and assignments from another user](#)


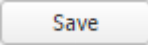
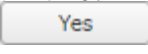
[Changing passwords](#)

[Searching for users](#)

[Viewing user profile and role assignment](#)

[Sorting users](#)

[Releasing elements locked by a user](#)

2. Either clear the checkbox  **Enable** to disable user login or select it to enable user login into TWAdmin and TWCloud in MagicDraw.
3. Click . If you clear the **Enable** check box in step 2, a **Disable user** dialog will open prompting you to confirm your action.
4. Click . A message informing that the user has been updated successfully will appear. You can now see the user's status icons on the **User Management** page changes accordingly.



Note

If you disable a user's access while he or she is online or logged in, TWAdmin will not log them out immediately. Changes to access permission will take effect immediately once the user logs out.

To enable or disable a new user's access when creating one, see section [Creating a user](#).