



Create a User/Assign Extensions Vonage Business Dashboard

You must create users before you can assign them to an extension. There are three types of users and their role defines how they use the account.

Super User	You have primary responsibility for the entire account. You can manage all services, features and handle billing. You are the only user that create both Administrators and End Users and there is one Super User per account.
Administrator	You can manage all services, features and access billing. While you can add End Users to the account, you cannot add other Administrators or adjust the settings of the Super User.
End User	You have an assigned extension on the account and you can manage the feature settings for your extension only. There may be some restrictions placed on features that you can manage based on settings applied by the Super User or Administrators of your account.

Sign in to your Online Account and follow the steps below or you can sign in to the [Get Started Dashboard](#) and go to **People** or **Rooms** to create and assign users.

Only Super Users and Administrators can add users and assign them to an extension.

Create Users

1. Sign in to your [Online Account](#).
2. Click the **My Users** icon on the home page or click the **Phone System** icon and then click **Users** in the left navigation pane.
3. Click **Add New User** in top right of page.
4. Enter profile information for the user. Following are some details to clarify some of the fields:



User	Must be a unique username across all Vonage Business System and it the identified used to sign in to Online Account (Web Portal), if allowed. Username can contain 6 to 50 alphanumeric characters (A to Z, 0 to 9) and special characters hyphens (-), commas (,), periods (.) and ampersands (@).
Password	Generated randomly and sent by email to the user.
User Type	Specifies the role of the user: Administrator , End User , or End User with no Dashboard . If you select End User with no Dashboard , use of the Dashboard is not allowed. This feature lets you to view who is on a call, with whom and duration of their call.
Default Extension	Populates automatically once a user is assigned to an Extension and cannot be assigned when you add a user.

5. Choose other options to further customize the user account:

Please update me with important service announcements. Enables the user to receive notices by email.
Check this box to NOT allow this user to login to the web portal. Applies to End Users only and prevents these users from signing in to Online Account (web portal). An extension can be assigned to these users regardless.
Allow this user to set and block the outbound caller id for extensions. Lets the user set or block the phone number displayed on outgoing calls for their extension. This option also lets them text from the main business number using the MobileConnect for Essentials app.
Allow this user to set Call Blocking rules for their extension. Enables to the user to block inbound and outbound calls, full or partial numbers, calls from those who block their Caller ID or certain numbers based on chosen exemptions.

6. Click **Add New User**.