

# Add a local user account

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By adding a local user account, you can provide users with direct access to your ExtraHop appliances and restrict their access as needed by their role in your organization.

To learn about default system user accounts, see [Local users](#).

1. Log into the Admin UI on the ExtraHop appliance.
2. In the Access Settings section, click **Users**.
3. Click **Add User**.
4. In the Personal Information section, type the following information:
  - **Login ID:** The username that users will log into their ExtraHop appliances with, which cannot contain any spaces. For example, **adalovelace**.
  - **Full Name:** A display name for the user, which can contain spaces. For example, **Ada Lovelace**.
  - **Password:** The password for this account.



**Note:** On Discover and Command appliances, the password must meet the criteria specified by the [global password policy](#). On Explore and Trace appliances, passwords must be 5 characters or more.

- **Confirm Password:** Re-type the password from the Password field.
5. In the Authentication Type section, select Local.
  6. In the User Type section, select the type of privileges for the user.
    - Unlimited privileges enables full read and write access to the Web and Admin UIs.
    - Limited privileges enable you to select from a subset of privileges and options.



**Note:** For more information, see the [User privileges](#) section.

7. Click **Save**.



- Tip:**
- To modify settings for a user, click the username from the list to bring up the Edit user page.
  - To delete a user account, click the red **X** icon. If you delete a user from a remote authentication server, such as LDAP, you must also delete the entry for that user on the ExtraHop appliance.