Admin Edits Users Information

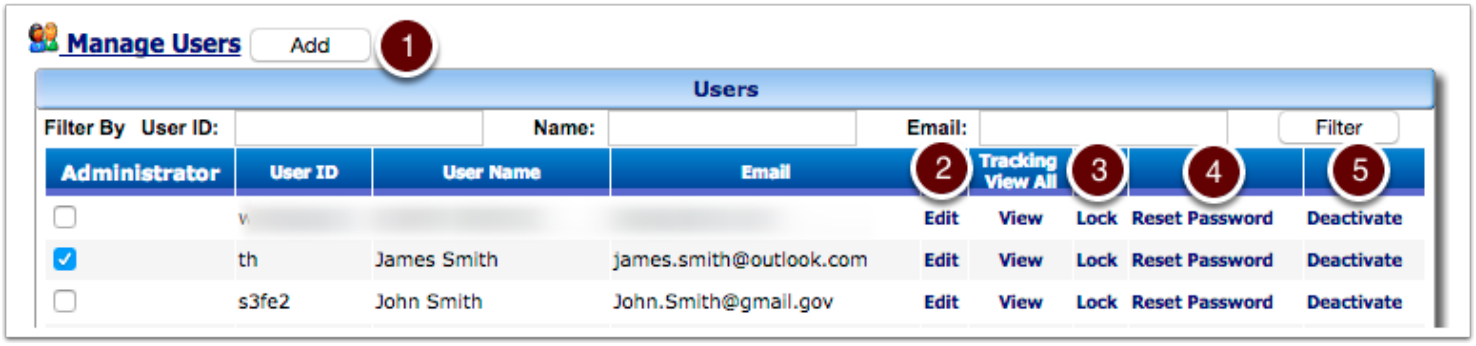
Learn how the Alacourt Administrator can edit their Users accounts.

Begin by logging into your alacourt account.

Go to the bottom left of the screen and select **"Manage Firm Account"**

Managing Users

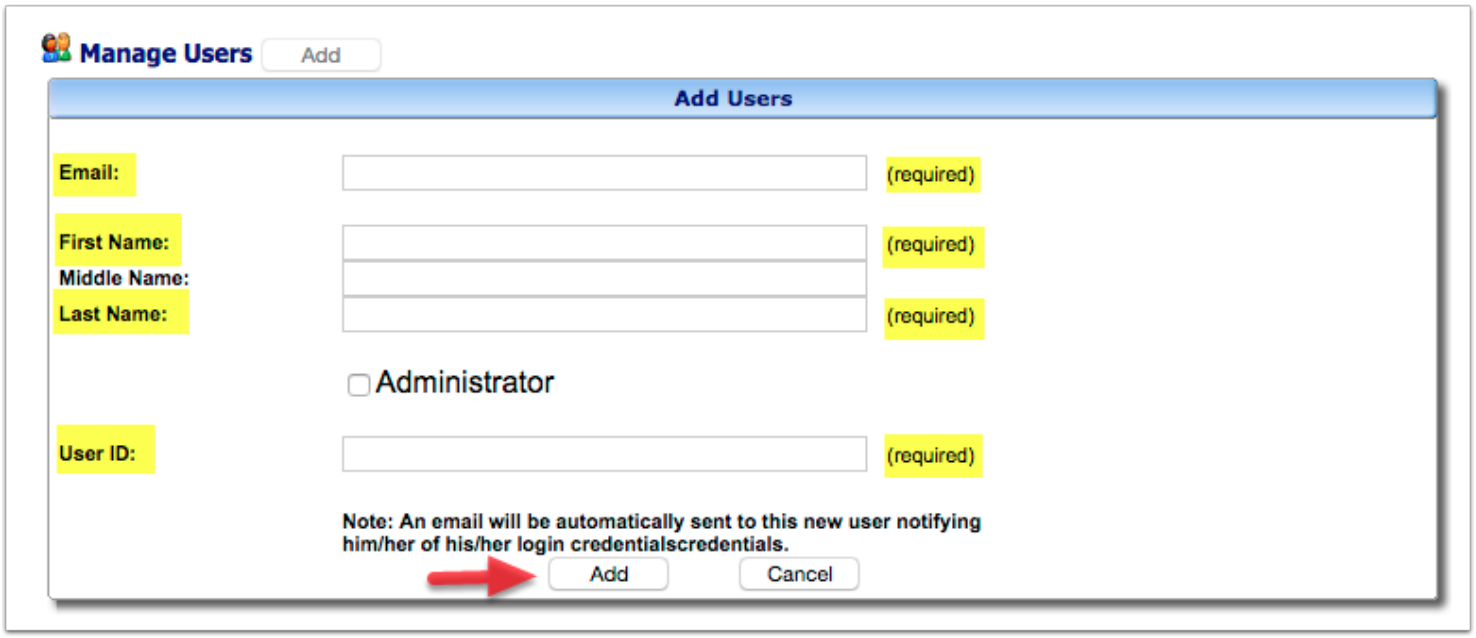
From the management screen, you will see that you can Add, Edit, Lock/Unlock, Reset Password and Deactivate/Activate the user.



Adding a User

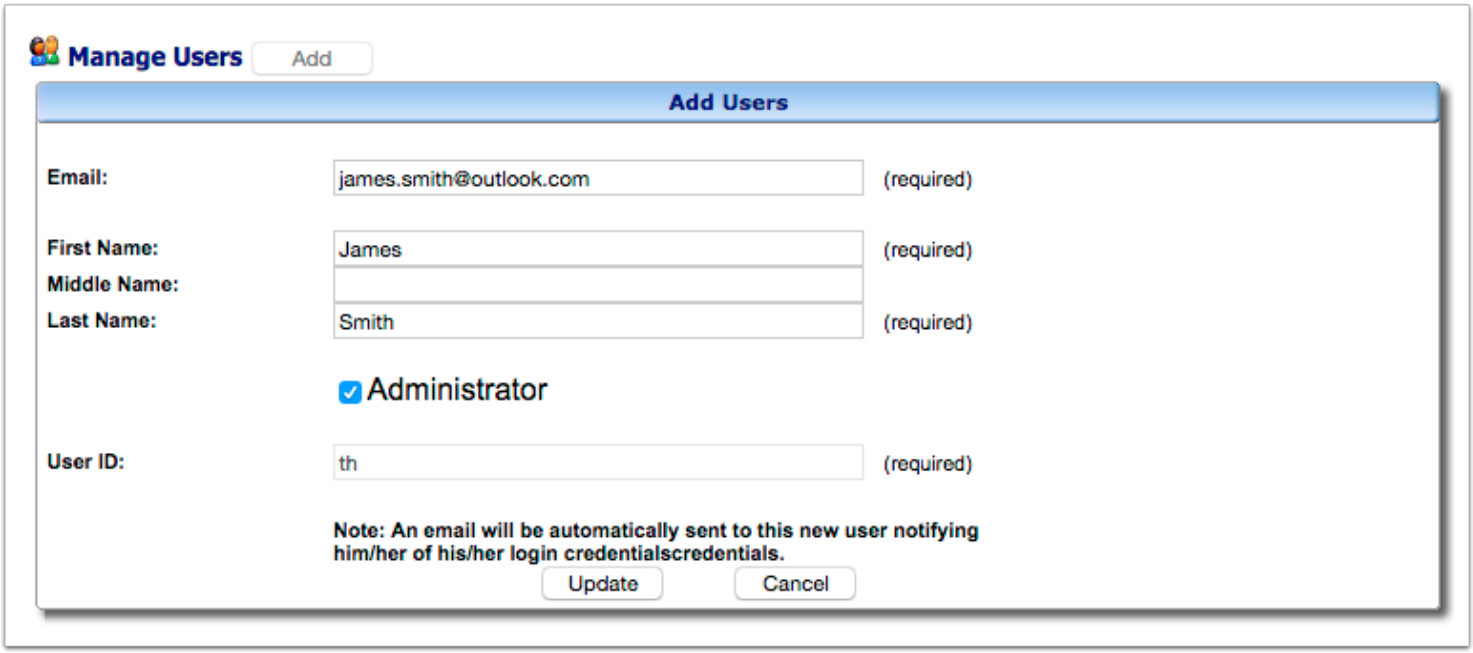
To add a User, simply provide the required information and select the "Add" Button.

An email will be automatically sent to this new user notifying him/her of his/her login credentials.



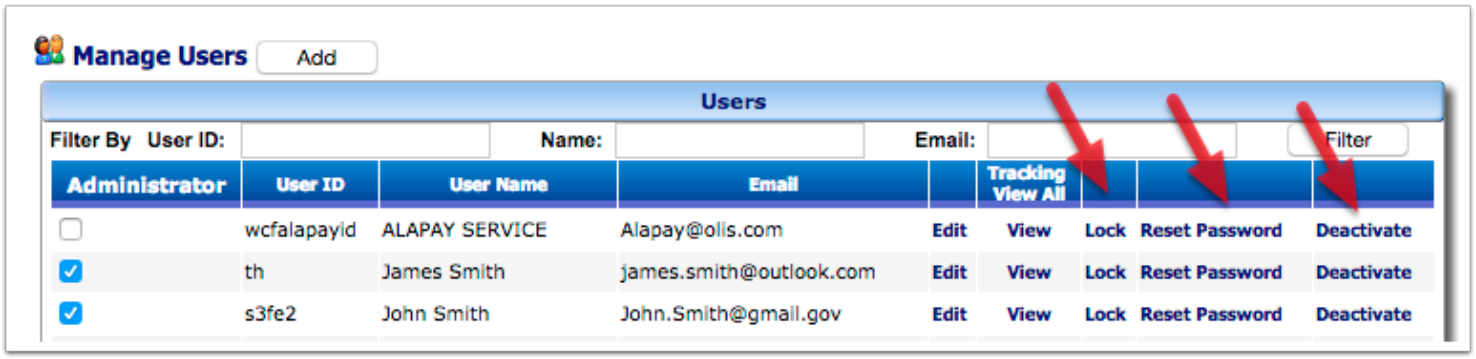
Editing a User

Select the User that you need to edit and Update the information and select the "Update" Button.



Lock, Reset Password, Deactivate

If a User unsuccesfully attempts to login 3 times, their account is locked to protect your company's account. If the User is locked out and knows the correct password, you can simply unlock the account and they can login.

If they do not remember their password, you can select "Reset Password" and the system will automatically generate a temporary password and email it to the user.

If a user leaves your company or you need to deactivate their account for any reason, select "Deactivate" and the user no longer has access to the system.