

Unite Education Program v6.5

Job Aid: 5472

About User Accounts

To log on to Unite, a user must have an active user account. Unite permits access to different areas based on the user role assigned to the user account. User roles have permissions that typically align with job functions. If responsibilities change for a job function or if a new feature is added to Unite, an administrator can quickly adjust permissions for the user role and the update to the permissions will automatically be applied to any user account assigned to the role.

Unite requires that each user account include a first name, last name, a selected user role, and a unique email address. Optional information that you can add to the account includes user address, up to three separate phone numbers with texting preferences, and free-form notes related to the account.

Permissions

You can customize permissions for a user account to override permissions for the assigned user role. Once you customize permissions for a user account, Unite no longer associates the account with the assigned user role. If updates are made to the user role, the user account does not receive the updates. It is recommended that you customize permissions for a user account only in special circumstances.

Microsoft accounts

All user accounts require an exclusive email address that is associated with a Microsoft account. When you add a user account to Unite, the user receives an email invitation and must follow the prompts to establish logon credentials. After logging on, the user has immediate access to all Unite functions defined by the role assigned to the user account.

Passwords

Administrators do not manage user passwords; instead, individuals manage their own passwords and password recovery information in a separate Azure environment.

Statuses

By default, new user accounts in Unite are active and users can log on as soon as they set up their credentials. As long as an account is active, the user has access to Unite. If an account is inactive, the user cannot log on to Unite.

When you deactivate a user account, Unite keeps the account information, but removes access and the assigned user role. User accounts that are deactivated remain so until manually reactivated. When you reactivate a user account you must reselect a user role. Before deactivating a user account, Administrators should check whether the user is assigned any applications for review. If so, you must reassign the applications before you can deactivate the account.

Related resources

- [4033 - About Unite Permissions](#)
- [5156 - Add a User Role](#)
- [5158 - Deactivate a User Account](#)
- [5157 - Reactivate a User Account](#)
- [5429 - About Permissions for System Configuration](#)
- [5473 - About User Roles](#)
- [5521 - About Starter Roles](#)
- [5675 - Customize Permissions for a User Account](#)