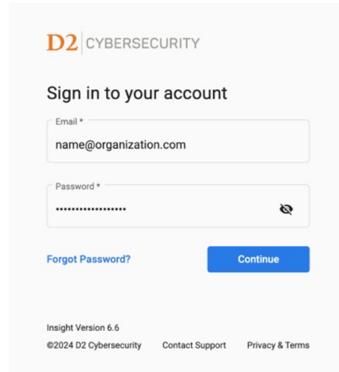
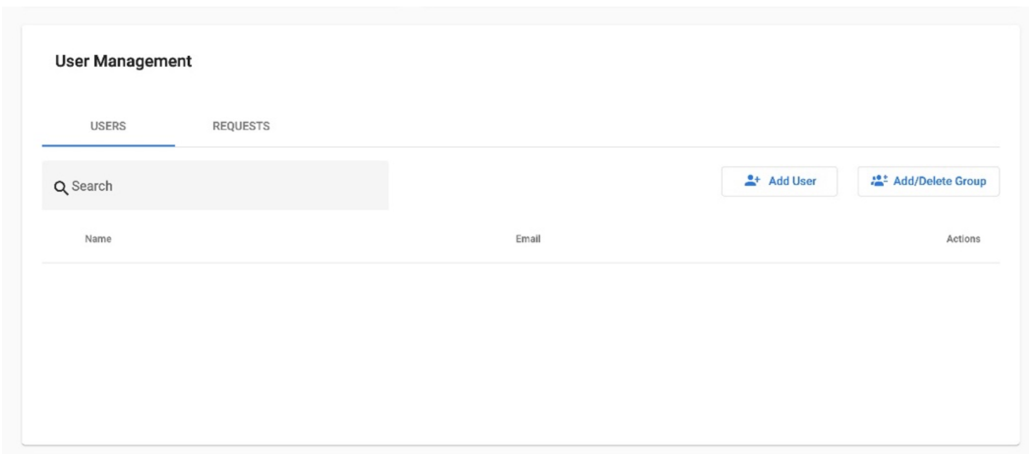
# How to Add & Delete User(s)

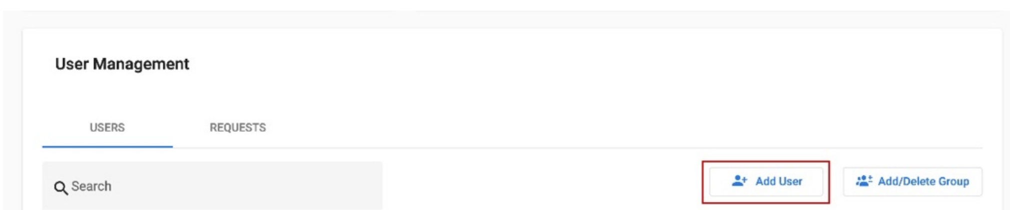
1. **Accessing the Insight Portal**
    a. Navigate to the Insight Portal at https://insight.d2cybersecurity.com/ and log into your account dashboard.



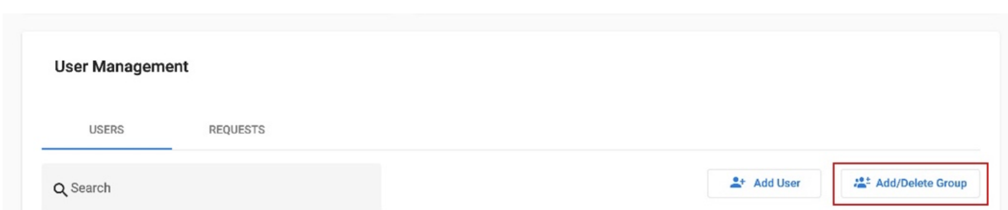

2. **Add and Delete User(s)**
    a. **Overview:**
        i. Navigate to the **User Management** section of your dashboard.




        ii. To add an individual user, click the **Add User** button (continue to **Step b**).

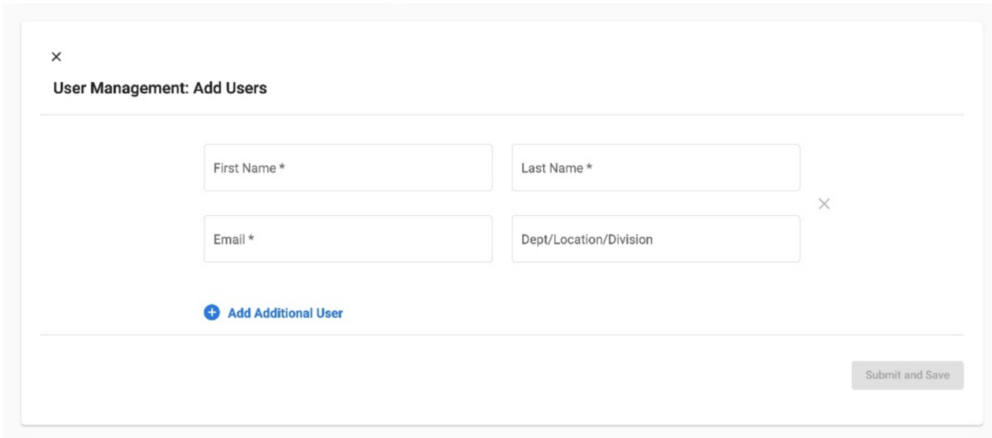



        iii. To add or remove a group of users, click the **Add/Delete Group** button (continue to **Step d**).

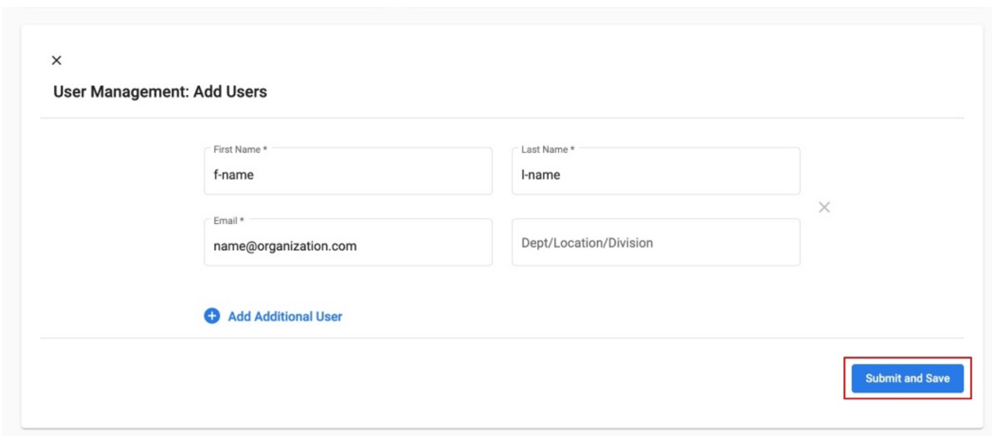


**b. Add User**

**i.** After selecting the **Add User** button, fill out the required fields.

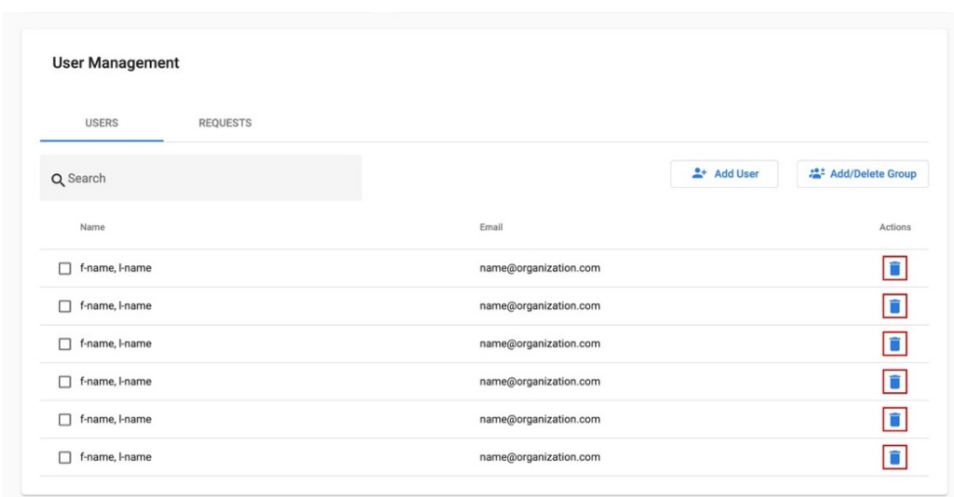



**ii.** After filling all required fields, click the **Submit and Save** button.

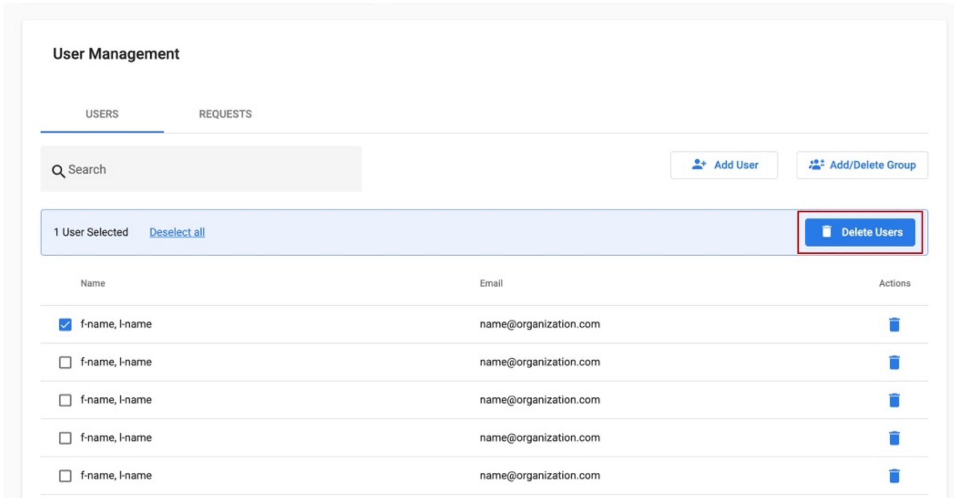



**c. Delete User**

**i.** To delete a single user, simply click the corresponding **Trash Can** icon.

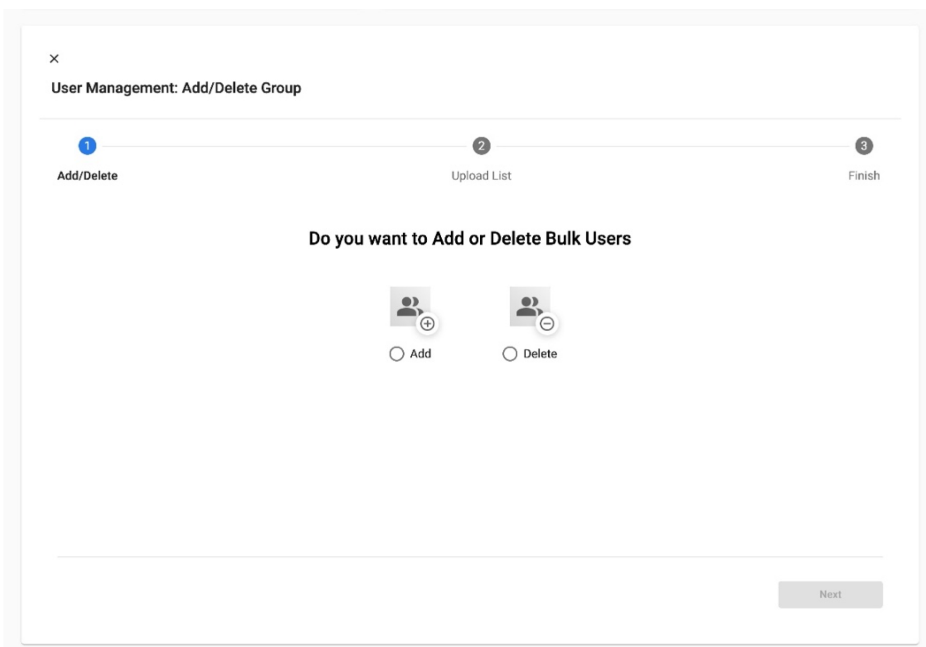


ii. Alternatively, select the checkbox next to the user's name and click the **Delete User(s)** button located above the table.

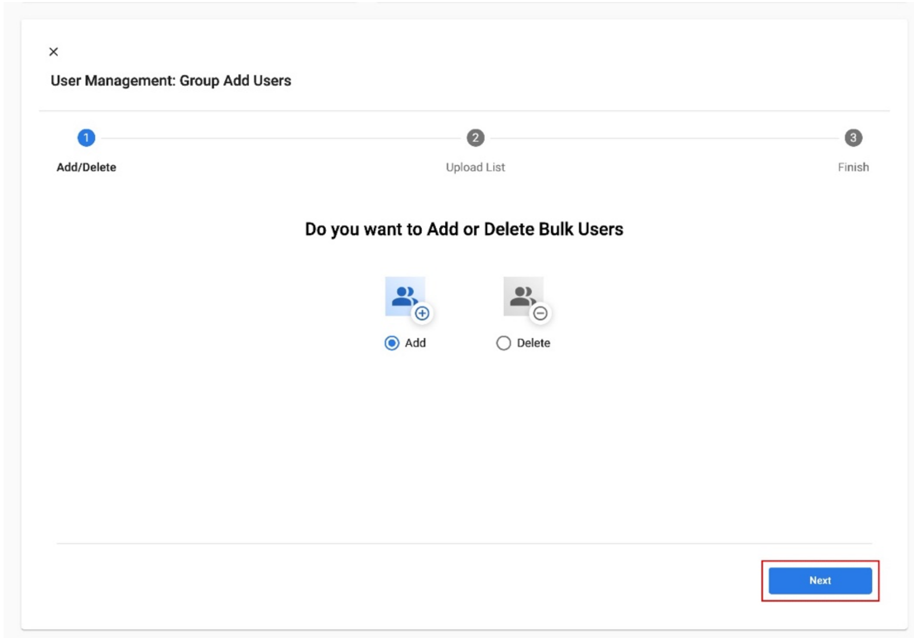



## d. Adding or Deleting a Group of Users

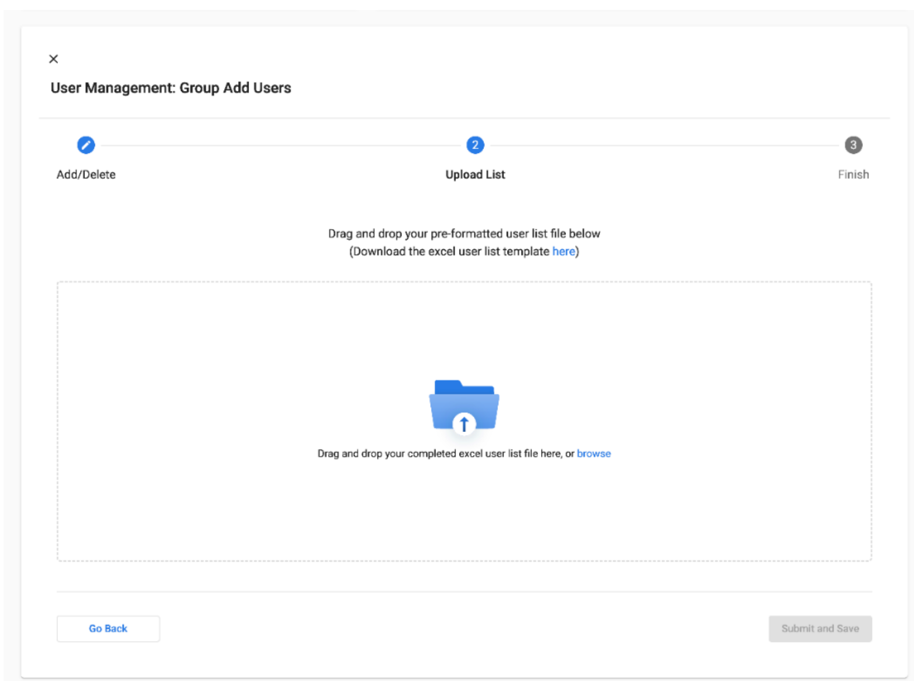
i. After clicking the **Add/Delete Group** button, you will be prompted with the following screen:



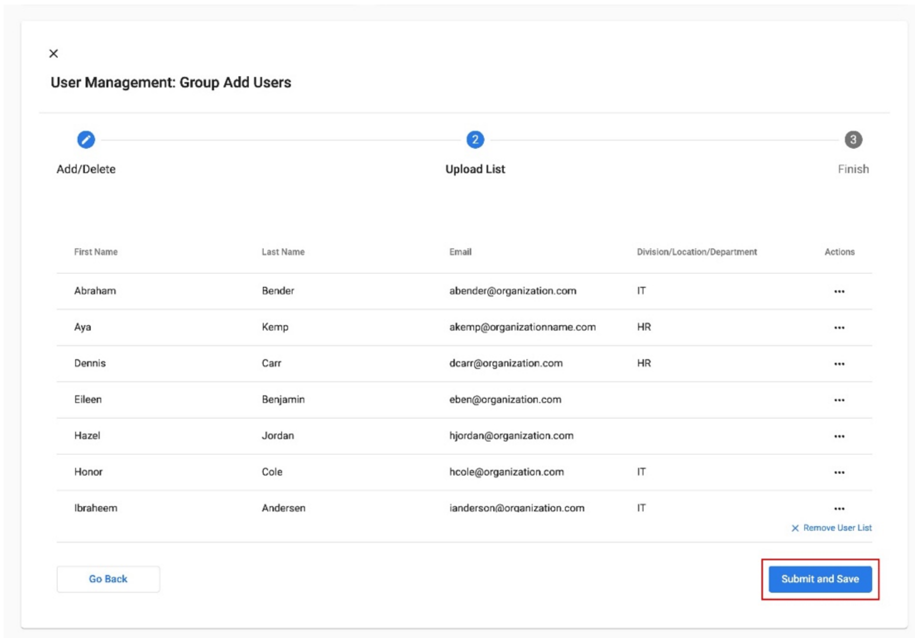
ii. Select either the **Add** or **Delete** option, then click the **Next** button.




iii. Drag & drop your up-to-date user list excel file into the designated area. **PLEASE NOTE:** The system will only accept our pre-formatted "Insight Excel User Template", which can be downloaded here.



iv. Once the user list loads, click the **Submit and Save** button to complete the addition or removal of users.
**PLEASE NOTE:** Removing 100+ users will prompt our Operations Team to review your request.




v. Upon completion, you will see the following screen. Click either the “**X**” button or the **Back to User Management** button to exit this interface.