

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.

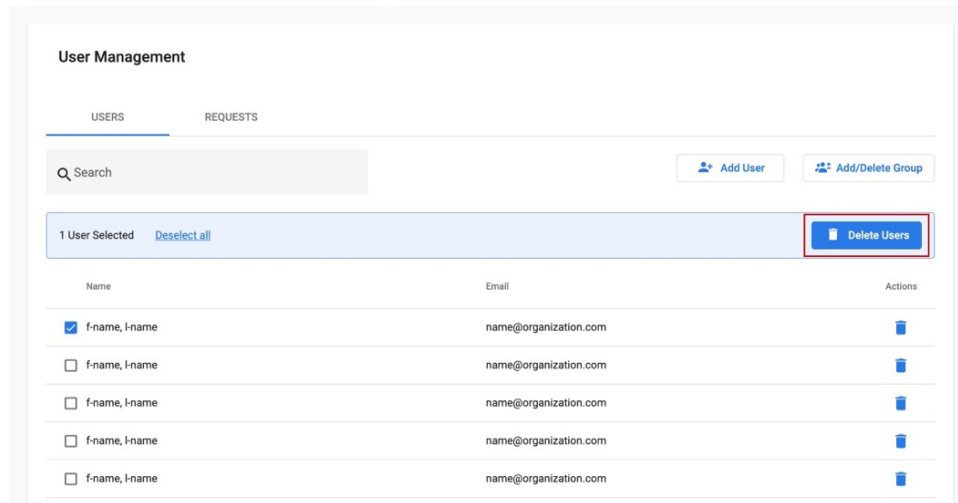
User Management

USERS REQUESTS

Q Search [Add User](#) [Add/Delete Group](#)

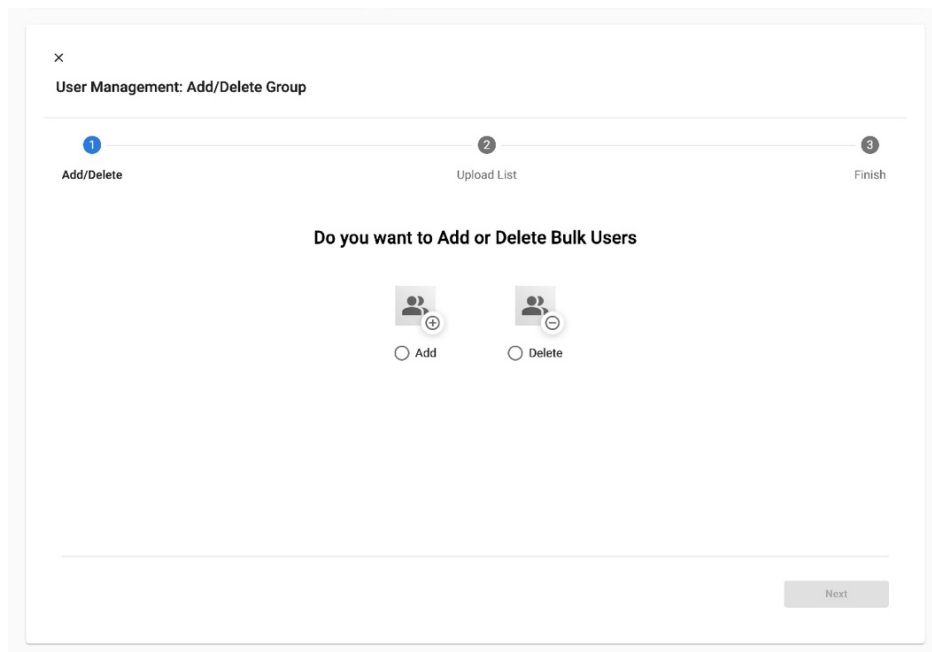
Name	Email	Actions
<input type="checkbox"/> f-name, l-name	name@organization.com	
<input type="checkbox"/> f-name, l-name	name@organization.com	
<input type="checkbox"/> f-name, l-name	name@organization.com	
<input type="checkbox"/> f-name, l-name	name@organization.com	
<input type="checkbox"/> f-name, l-name	name@organization.com	
<input type="checkbox"/> f-name, l-name	name@organization.com	

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

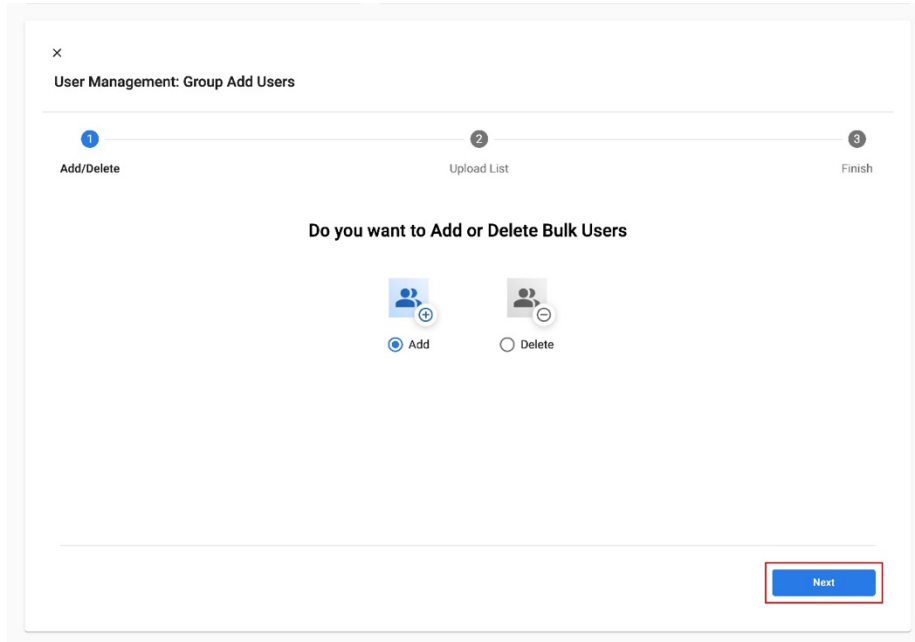


d. Adding or Deleting a Group of Users

- 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.



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User Management: Group Add Users

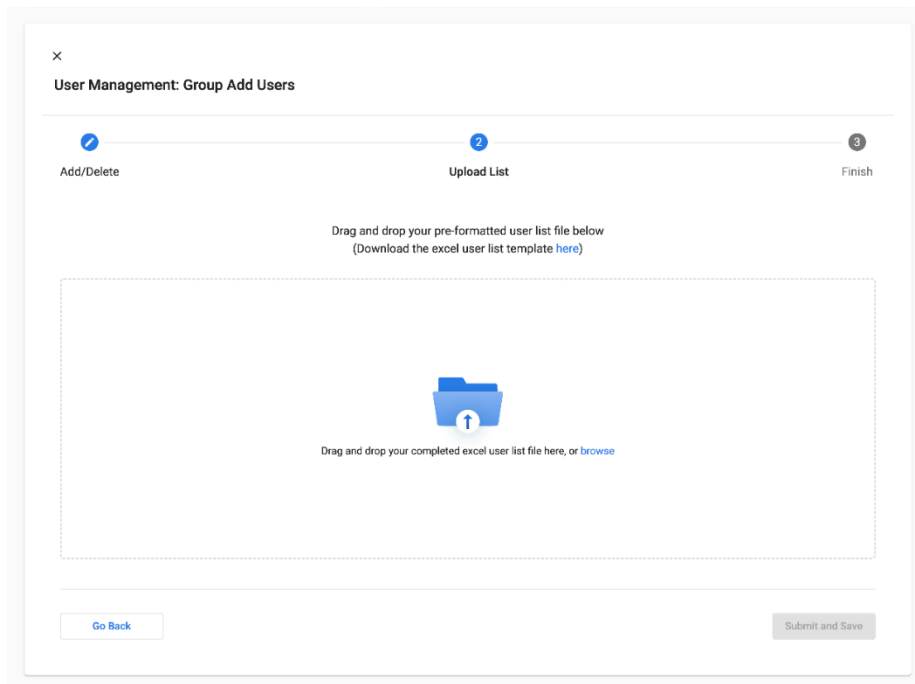
1 Add/Delete 2 Upload List 3 Finish

Do you want to Add or Delete Bulk Users

☒ Add ☐ Delete

Next

- 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](#).



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User Management: Group Add Users

1 Add/Delete 2 Upload List 3 Finish

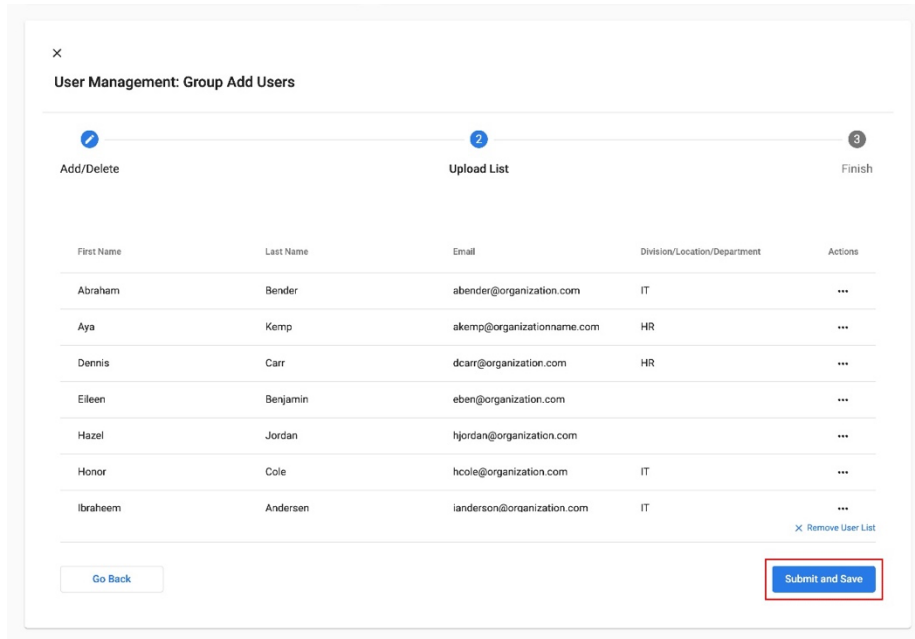
Drag and drop your pre-formatted user list file below
 (Download the excel user list template [here](#))

Drag and drop your completed excel user list file here, or [browse](#)

Go Back Submit and Save

- 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.



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User Management: Group Add Users

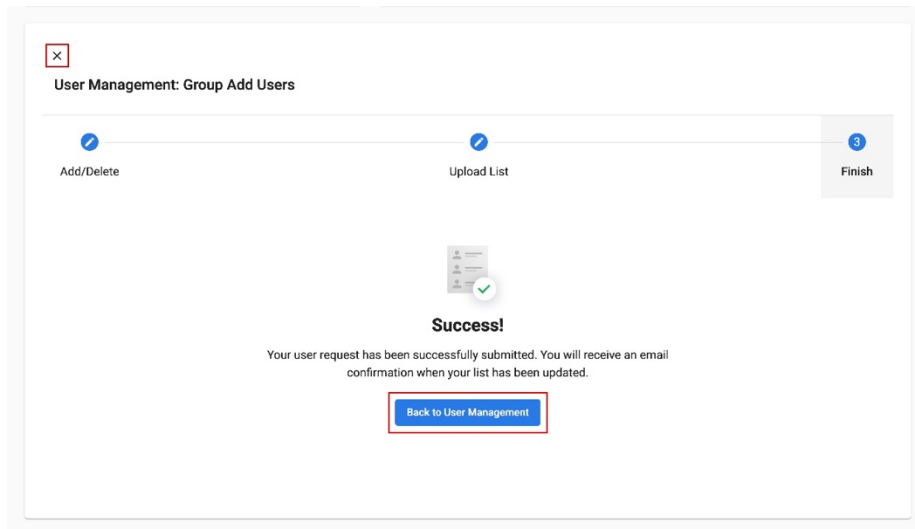
1 Add/Delete 2 Upload List 3 Finish

First Name	Last Name	Email	Division/Location/Department	Actions
Abraham	Bender	abender@organization.com	IT	...
Aya	Kemp	akemp@organizationname.com	HR	...
Dennis	Carr	dcarr@organization.com	HR	...
Eileen	Benjamin	eben@organization.com		...
Hazel	Jordan	hjordan@organization.com		...
Honor	Cole	hcole@organization.com	IT	...
Ibraheem	Andersen	ianderson@organization.com	IT	...

✕ Remove User List

Go Back **Submit and Save**

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



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User Management: Group Add Users

1 Add/Delete 2 Upload List 3 Finish

Success!

Your user request has been successfully submitted. You will receive an email confirmation when your list has been updated.

Back to User Management