Trustelem local users

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What Trustelem local users are?

- Trustelem local users should be used **when the accounts are not stored in corporate directories**
- They should also be used for administration purposes, to have at least one backup admin account.
- They can be managed with **Trustelem administration console**, with the **Delegated administration tool**, or with **API**
- Their attributes are fully editable
- Their passwords are stored by Trustelem
- The email address (**Primary Email**) is unique: 2 accounts can't have the same.
- As it is not possible to have 2 identical email address (**Primary Email**). If later you synchronize a directory user with the same **Primary Email** the 2 accounts will be merged and the local account will disappear.
- The email address (**Primary Email**) will be the login of this account.
  --> This account doesn't have a sAMAccountName.

Creation

- Go on the tabs **Users**
- Click on **+ Create**
- Provide the **First Name**, **Last Name**, and **Primary Email**
- If the account will be a Trustelem admin, check **Administration rights**
- Optionally, select an **Expiration date** for the account
- Optionally, affect the wanted **Groups** to the user
- Optionally, provide the **Contact information** : it will not be use by the service. This information is only for you.
- Optionally, define some **Attributes** for the user. Those attributes can be sent to applications, or used by the Delegated administration tool.
- Select the **Account Activation** method:

- **Temporary password**: you will have a temporary password in the tab **Alerts** and it has to be communicated to the user manually.
- **Link by e-mail**: an activation link will be sent to the **Primary Email**

Management

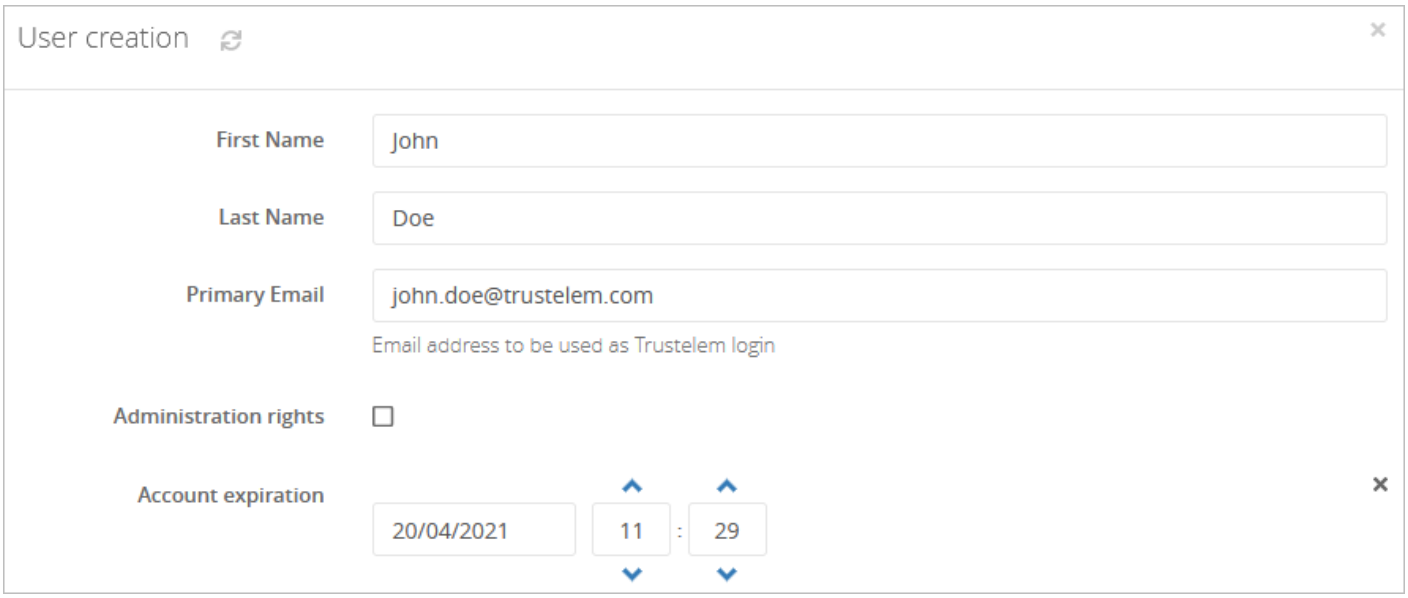
By clicking on the user, you can:

- Generate a reset code for the password if a user lost it
- Send an email to the **Primary Email** to reset the password
- Send an email to another email address to reset the password
- Register 2nd factor with the user
- Send an enrolment link for the 2nd factor to the **Primary Email**
- Send an enrolment link for the 2nd factor to another email address
- Delete a 2nd factor
- Change information and attributes

Temporary users

As said before, an administrator can define an expiration date for a user account:

- using the administration page



- using the API (create or update user - **accountExpiration**)

```
updateUser( args: {
    id: UserID;
    firstName?: string;
    lastName?: string;
```

```
    email?: string;
    email2?: string;
    isAdmin?: boolean;
    suspended?: boolean;
    accountExpiration?: Date | number | string | null //Expiration parameter
    groups?: GroupID[];
}): { error?: string; };
```

When the date is reached, the account has a status **Expired** and the user can't authenticate on Trustelem anymore.

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