# Managing VPN users

VPN users are managed by the business group (BG) administrators, by using the services shown in the "*Catalog*" tab inside the platform.

VPN accounts are unrelated and independent to the ones used to access the cloud.unimib.it platform. This is to offer our users maximum flexibility in managing access to their own resources, inside or outside the University.
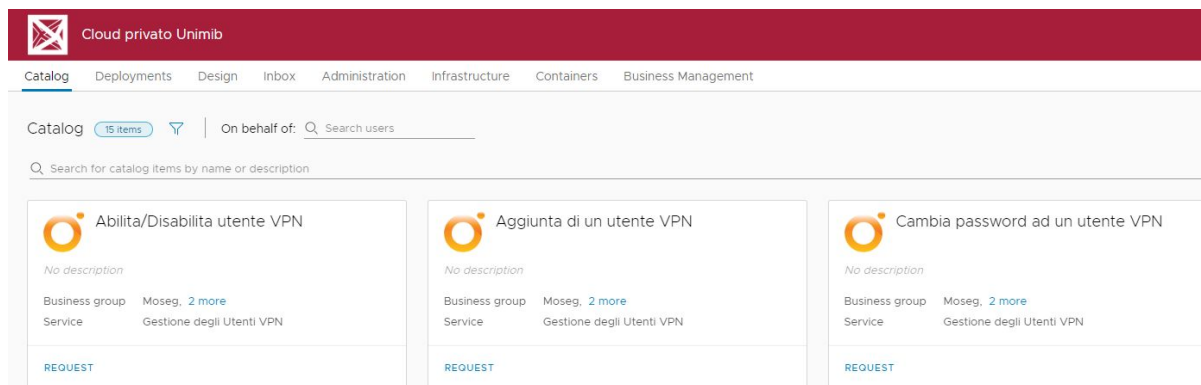
The above is the *Catalog* tab, showing the three services available to manage VPN users.

Adding a VPN user

Business group administrators may add a new VPN user with the "*Aggiunta di un utente VPN*" service button.

Click "*REQUEST*" and fill in the form. You must provide:
- Real name.
- Real surname.
- A user name of your choice.
- A password.

The password rules are the following:
- **it must** be 10 to 30 characters long.
- **it must** contain at least 3 letters.
- **it must** contain at least 1 digit.
- **it must** contain at least 1 special character.
- **it must not** contain the user name.

Once you click *SUBMIT* the platform will get your request and will process it in a few minutes.

Changing the VPN password

You may change a user password any time with the "*Cambia password ad un utente VPN*" service button.

Once you click *REQUEST* you'll be asked for the username you wish to change the password to, and the new password. Rules are the same as in the previous paragraph. The specified username must exist on the platform.

This service can be very useful in case a user forgets his VPN password, but mostly when such password expires and the user is unable to login to VPN again.

Enabling and disabling a VPN user

If you wish to temporarily disable a VPN user, you can do so with the "*Abilita/Disabilita utente VPN*" service button.

Just click *REQUEST* and provide the username and the action you want to perform: "*Disabilita*" to disable it and "*Abilita*" to enable it again.