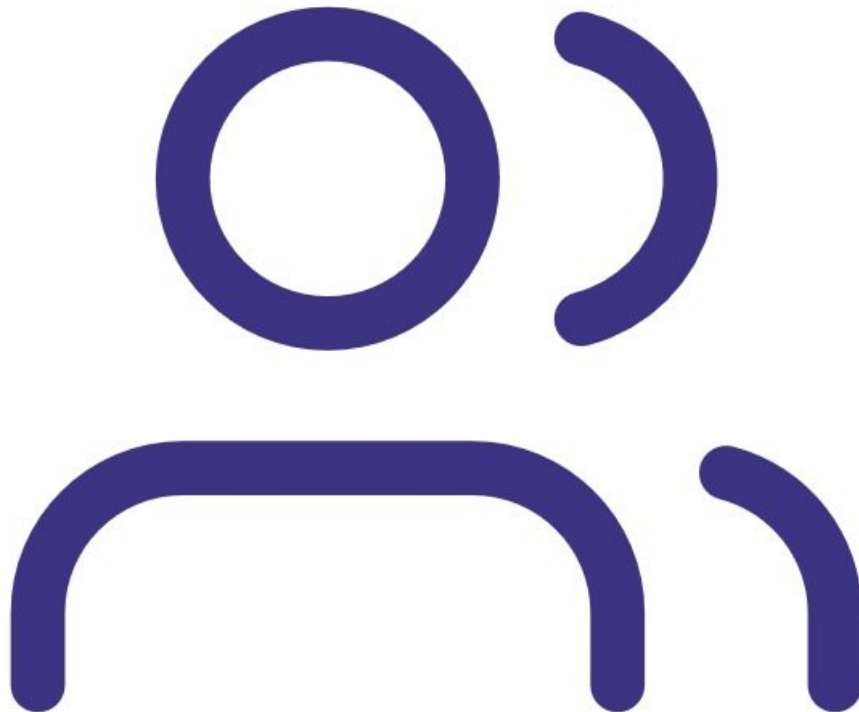


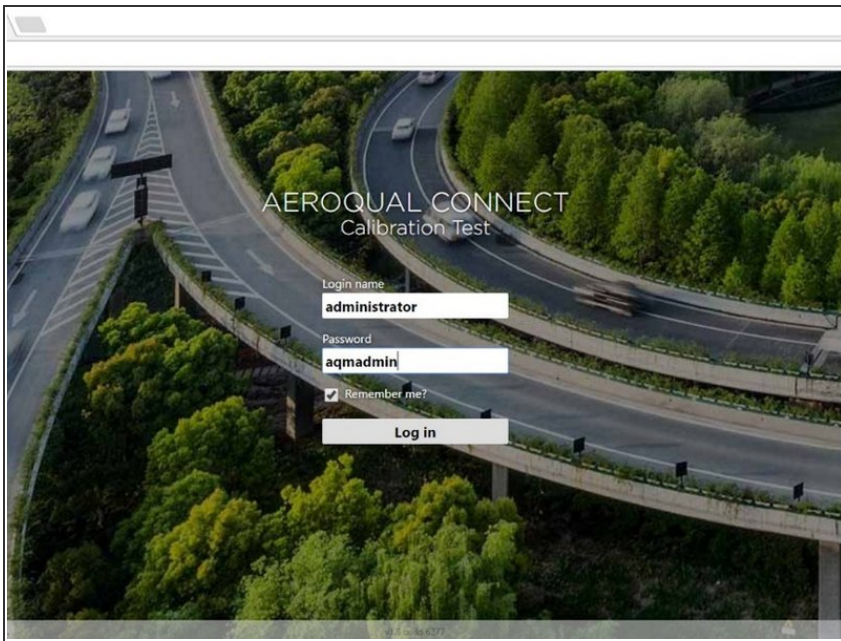


Set up Aeroqual Connect users

Written By: Tanya Taylor



Step 1 — Log in to Aeroqual Connect



- Open a new browser tab and enter **10.10.0.1** in to the address bar.
- If you are logging in for the first time, log in as the default administrator:
 - Login name: administrator
 - Password: aqmadmin.

Step 2 — Enter Administration app




- From the Aeroqual Connect home screen, select **Administration**.

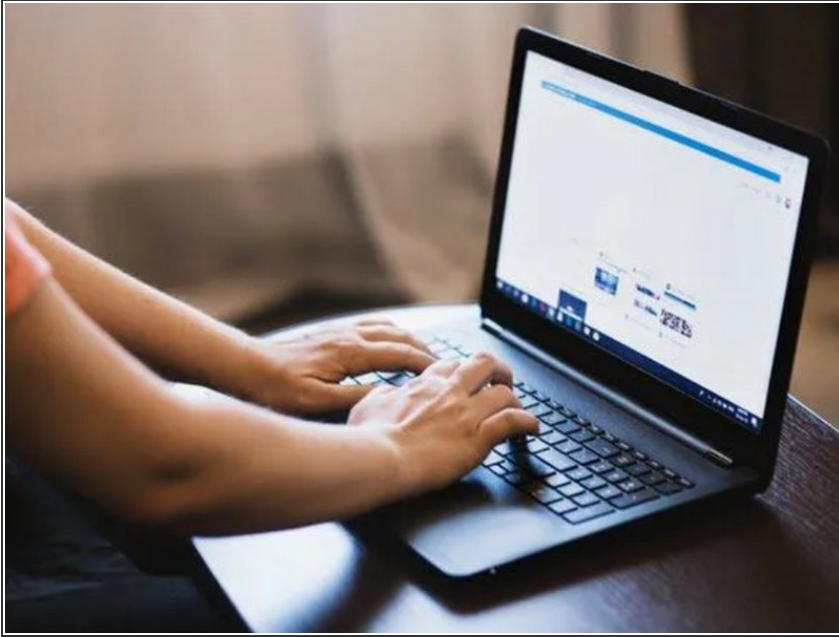
Step 3 — Understand user types



- There are 4 user types:
 - **Administrator.** Administrators can control login access for all users (they are the only user type with access to all Connect apps). They have full control over all monitor settings, and they can view and download data.
 - **Engineer.** Engineers have full control over all monitor settings, and they can view and download data.
 - **User.** Users can view and download data, perform calibrations and change calibration settings.
 - **API User.** API users can download data off Connect using the [Aeroqual Cloud API](#).

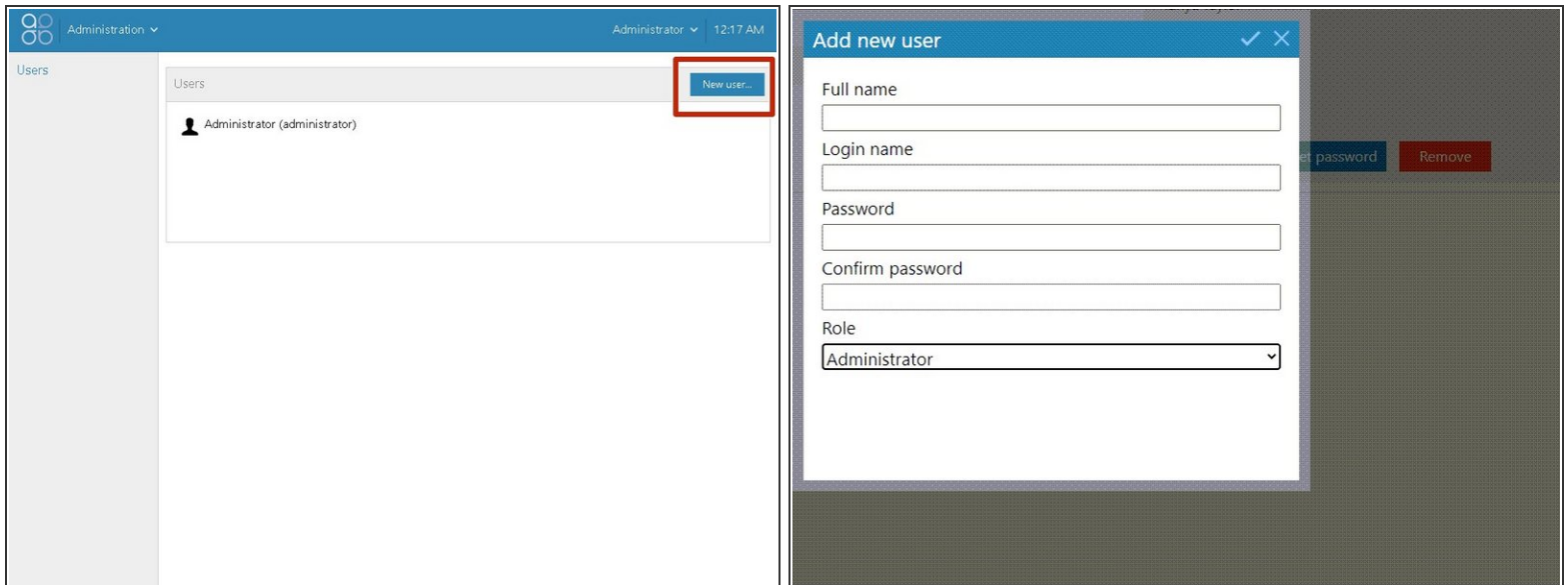
 **Users created in Connect can't access Cloud and vice versa. If you want an employee to access both, you need to set them up as users in both places.**

Step 4 — Default administrator



- ⚠ The access credentials for the default administrator are published in multiple public documents and should only be used to first connect to and configure your monitor.
- ⚠ Aeroqual recommends you create a new administrator with secure password and delete the default administrator as soon as possible.

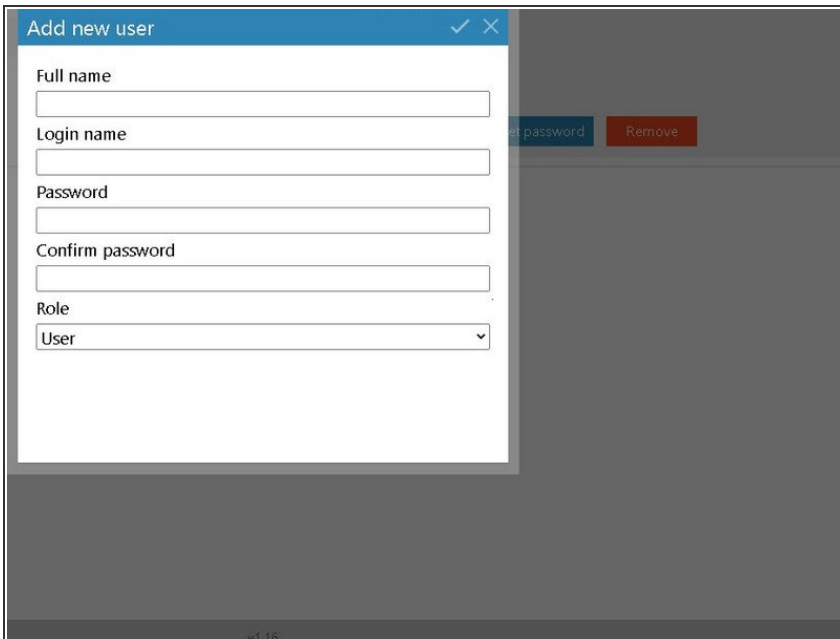
Step 5 — Create new administrator



 The only user you see when you first log in to Connect is the default administrator.

- To set yourself up as an administrator:
 - Click **Add user...**
 - Enter your full name.
 - Give yourself a unique login name (Aeroqual recommends using an email address) and a secure password.
 - Select **Administrator** from the **Role** drop-down.
 - Click the tick icon to save.
 - Delete the default administrator (see step 7).

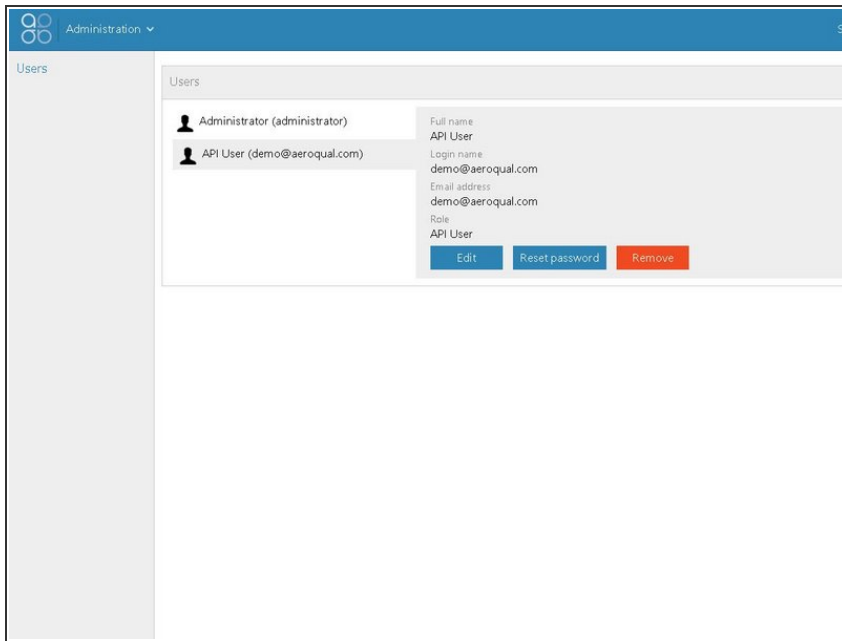
Step 6 — Create other users



The screenshot shows a web application interface with a modal dialog titled "Add new user". The dialog has a blue header bar with a checkmark icon and a close button. It contains five input fields: "Full name", "Login name", "Password", and "Confirm password". Below these is a "Role" dropdown menu with "User" selected. To the right of the dialog, a "Remove" button is visible.

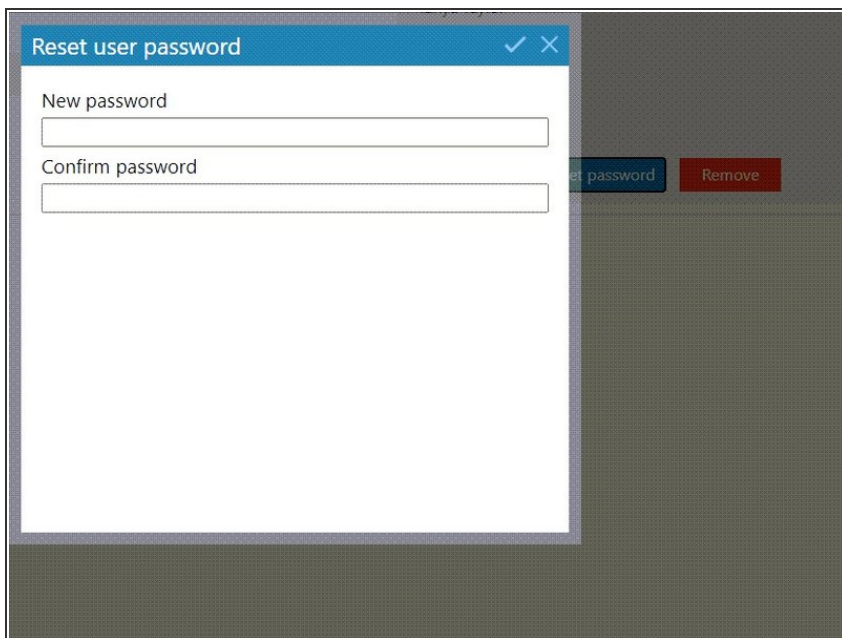
- To create users and engineers:
 - Click **Add user...**
 - Enter the user's full name.
 - Give them a unique login name (Aeroqual recommends using an email address) and a secure password.
 - Select **User** or **Engineer** from the **Role** drop-down.
 - Click the tick icon to save.
 - Tell the user their Aeroqual Connect login name and password (there is no automated notification process).
- **i** There is no limit to the number of users you can create.

Step 7 — Edit / delete user



- To edit a user's login:
 - Select their name and click **Edit** in the details pane.
 - Make your changes and click the tick icon to save.
- To delete a user:
 - Select their name and click **Remove** in the details pane.
 - Click the tick icon to save.

Step 8 — Reset password



- To reset the password for a user:
 - Select their name and click **Reset password** in the details pane.
 - Enter a new secure password.
 - Click the tick icon to confirm.

For further support, contact [Technical Support](#).