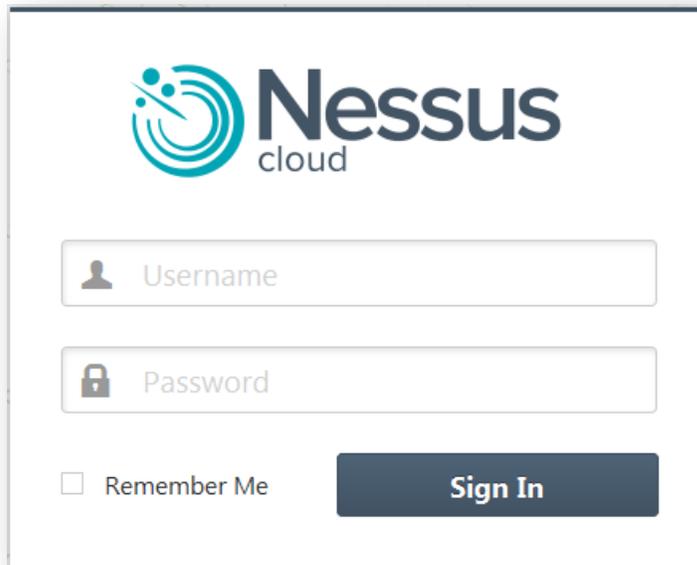


How to Add or Delete a Contact from Nessus Cloud

Add Contact

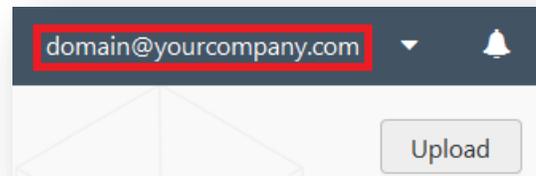
(Add contact option only available to the Administrator account(s) in Nessus Cloud)

Log in to the Nessus Cloud account.

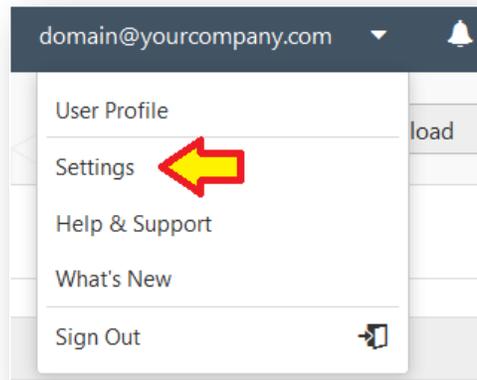


The image shows the Nessus Cloud login interface. At the top left is the Nessus Cloud logo. Below it are two input fields: 'Username' with a person icon and 'Password' with a lock icon. Below the password field is a checkbox labeled 'Remember Me' and a dark blue 'Sign In' button.

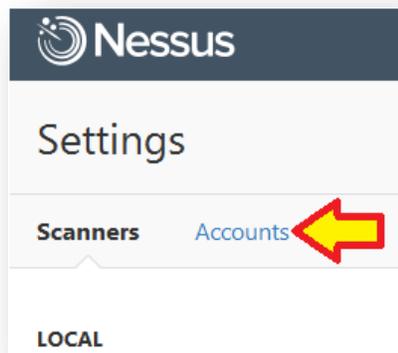
Click the username displayed at the top right of the screen.



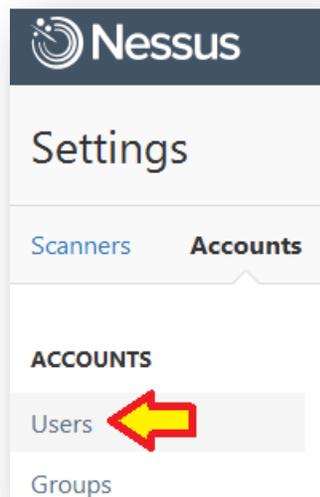
From the drop-down menu, select "Settings".



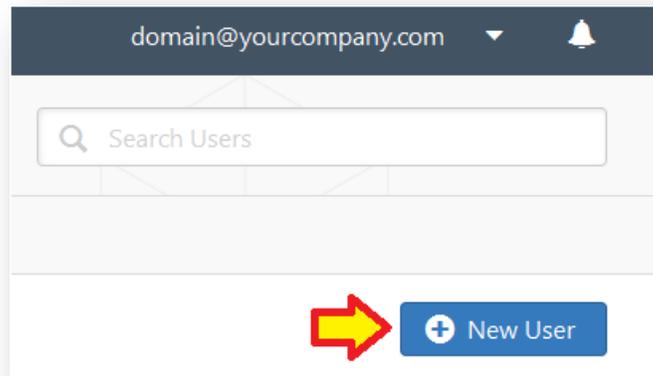
Click "Accounts".



Click "Users".



Click "New User".



Enter the **Username**, **Full Name**, **Email**, and **Password** for the new contact.

Note: For the **Username**, you will need to provide a valid email address with the same domain name as the Administrator account in order to add a contact to the Nessus Cloud.

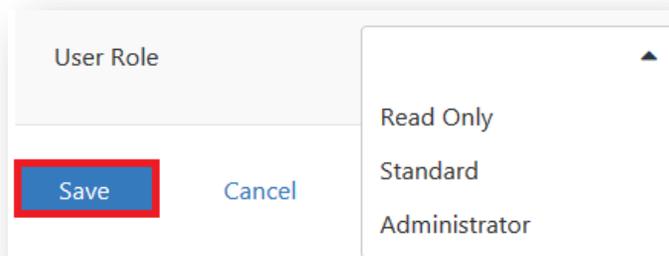
A screenshot of a web form titled 'Accounts / Users / New'. The form contains five input fields, each with a 'REQUIRED' label to its right. A red arrow with a yellow outline points to the right side of each input field. The fields are: 'Username' with the placeholder text 'Example: test@test.com'; 'Full Name'; 'Email' with the placeholder text 'Example: test@test.com'; 'Password'; and 'Confirm Password'.

Select the **User Role** for the account, then click “Save”.

Read Only: User can access the scan result data. User cannot initiate scans or create new scans.

Standard: User can create new scans and initiate them.

Administrator: User manages group, users, overall permissions, and rules for the Nessus instance.

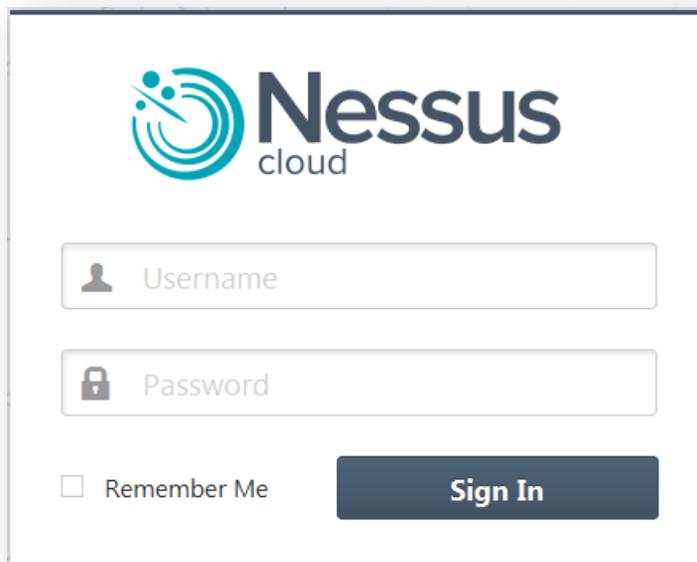


The image shows a dialog box titled "User Role". It has a dropdown menu with three options: "Read Only", "Standard", and "Administrator". Below the dropdown are two buttons: "Save" (highlighted with a red border) and "Cancel".

Deactivate Contact

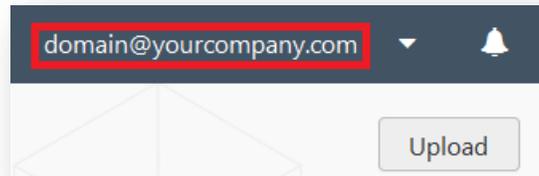
(Deactivate contact option only available to the Administrator account(s) in Nessus Cloud)

Log in to the Nessus Cloud account.

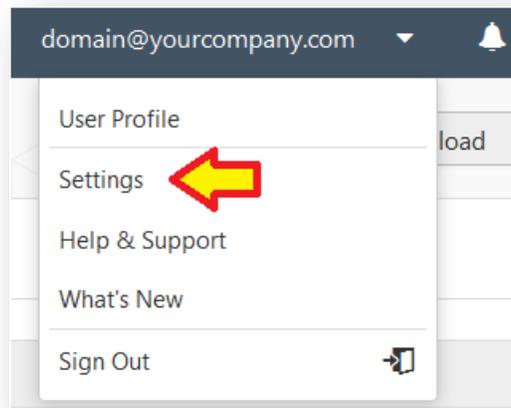


The image shows the Nessus Cloud login page. It features the Nessus Cloud logo at the top. Below the logo are two input fields: "Username" and "Password". There is a "Remember Me" checkbox and a "Sign In" button.

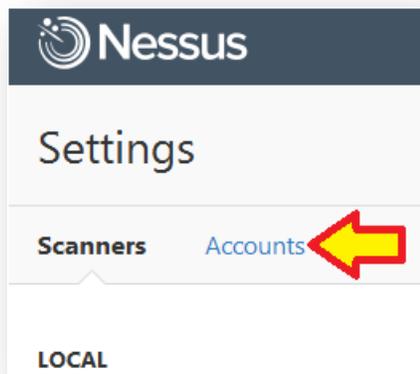
Click the username displayed at the top right of the screen.



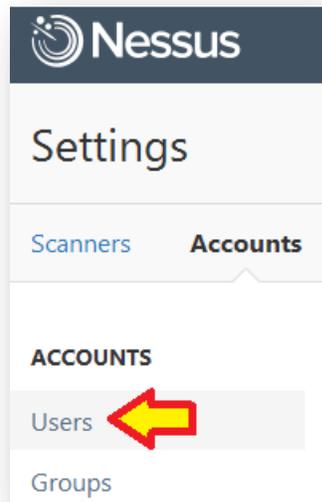
From the drop-down menu, select "Settings".



Click "Accounts".



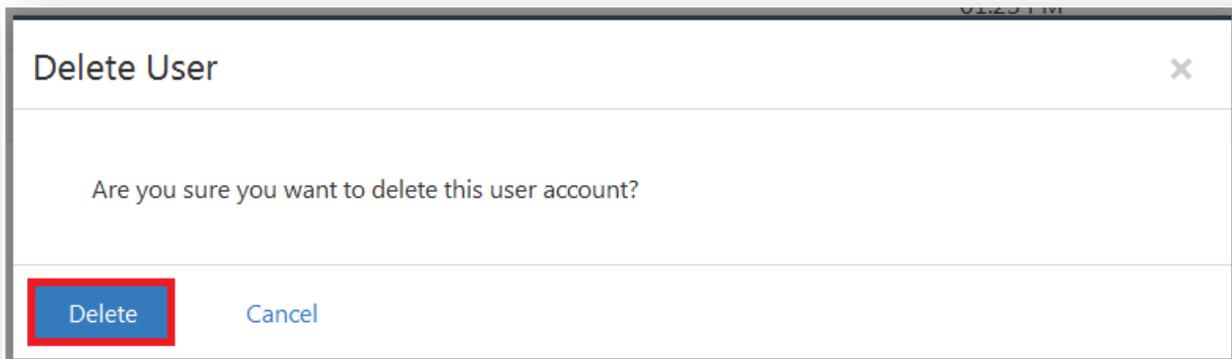
Click "Users".



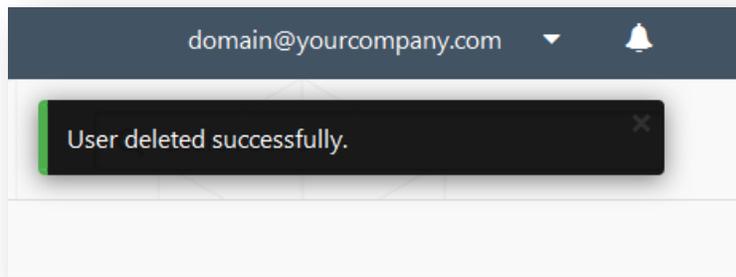
Click the "x" on the right side of the contact.



Click "Delete".



A notification will appear at the top right if the contact has been removed.



About Tenable Network Security

Tenable Network Security provides continuous network monitoring to identify vulnerabilities, reduce risk, and ensure compliance. Our family of products includes SecurityCenter Continuous View™, which provides the most comprehensive and integrated view of network health, and Nessus®, the global standard in detecting and assessing network data. Tenable is relied upon by many of the world's largest corporations, not-for-profit organizations and public sector agencies, including the entire U.S. Department of Defense. For more information, visit tenable.com.