

How to Add or Delete a Contact from Tenable.io

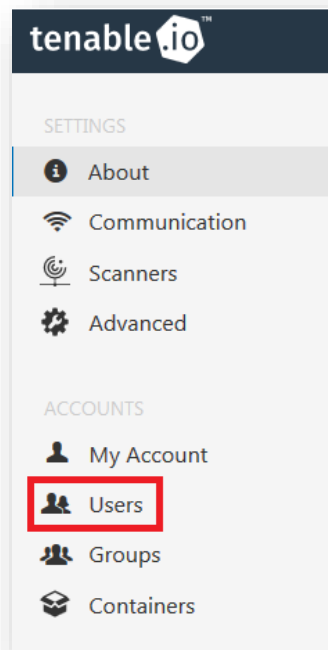
Add Contact

(Add contact option only available to the Administrator account(s) in Tenable.io)

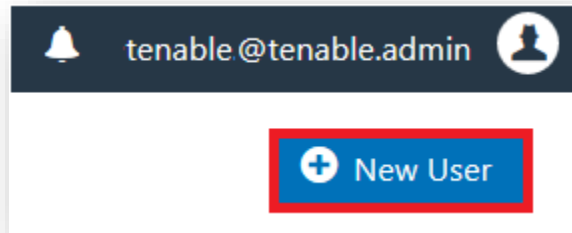
Log in to the Tenable.io™ account.



Click **"Users"** displayed on the left side of the screen.



Click **"New User"** displayed on the top right side of the screen.



Enter the **Username, Full Name, Email, Role** and **Password** for the new contact, then click **"Save"**.



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 Tenable.io.

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

- **Basic:** 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.

Account Settings

User Info

Username REQUIRED

Full Name

Email

Role

Password

Password

STRONG

Save Cancel

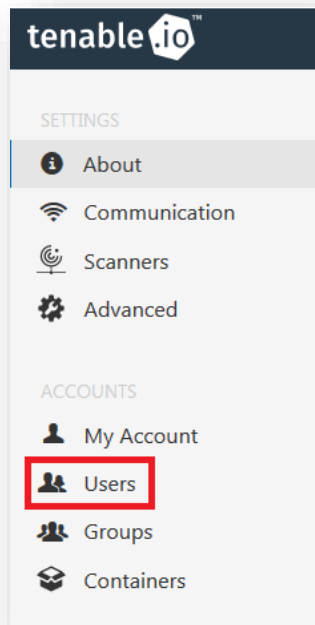
Deactivate Contact

(Deactivate contact option only available to the Administrator account(s) in Tenable.io)

Log in to the Tenable.io account.



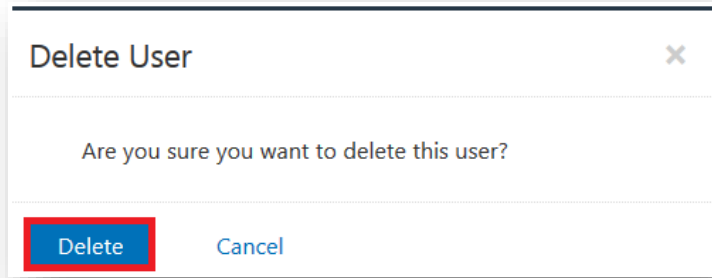
Click **“Users”** displayed on the left side of the screen.



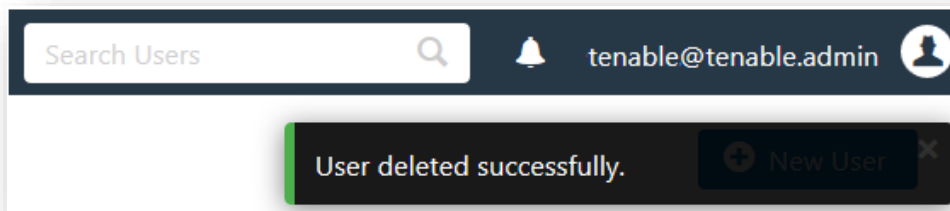
Click the **“x”** on the right side of the contact.

<input type="checkbox"/>	Name ^	Last Login	Last Failed	Total Failed	Role	
<input type="checkbox"/>	1tenable@tenable.com	Never	Never	0	Administrator	

Click **Delete**.



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



About Tenable Network Security

Tenable Network Security transforms security technology for the business needs of tomorrow through comprehensive solutions that provide continuous visibility and critical context, enabling decisive actions to protect your organization. Tenable eliminates blind spots, prioritizes threats, and reduces exposure and loss. With more than one million users and more than 20,000 enterprise customers worldwide, organizations trust Tenable for proven security innovation. Tenable's customers range from Fortune Global 500 companies, to the global public sector, to mid-sized enterprises in all sectors, including finance, government, healthcare, higher education, retail and energy. Transform security with Tenable, the creators of Nessus and leaders in continuous monitoring, by visiting tenable.com.