Users and Permissions

How to control user access and permissions in Stack Overflow for Teams Enterprise.

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Tags | **Users** | **Permissions** |

Applies to: Free Basic Business Enterprise

ADMIN PRIVILEGES REQUIRED

*This documentation is for **Stack Overflow for Teams Enterprise**. Free, Basic, and Business users can access their documentation here. Find your plan.*

Overview

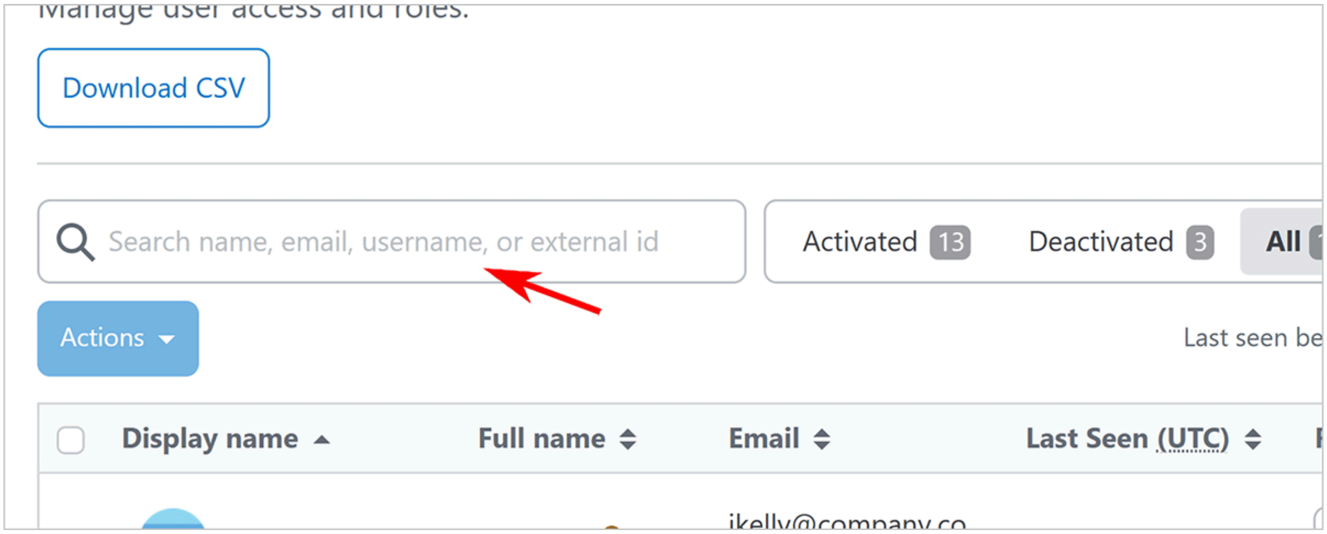
User roles define what individual users are able to do on your Stack Overflow for Teams Enterprise (SOE) site. These roles include regular user, moderator, and site administrator. To learn more about user roles, read our Introduction to user roles article.

User Management

You can access the users and permissions page by clicking **Users** in the left-hand menu, then **Manage users**. You can also click **Admin Settings** then **Users and Permissions** if you are logged in as a site administrator. You can deactivate, reactivate, and delete users from this page. You can also delete a user *and their content*.

To locate users, use the search box at the top of the page. You can search for users by name, email, user name, or external ID.

NOTE: *If your site uses Security Assertion Markup Language (SAML) authentication, external ID is the user ID provided to SOE as part of the SAML login process.*



User controls

Deactivate User If you deactivate a user, they can no longer log in to your SOE site. Their API keys will no longer work, and the site logs them out immediately. The site retains their user data, and all their posts stay attributed to them. A site admin cannot deactivate their own account.

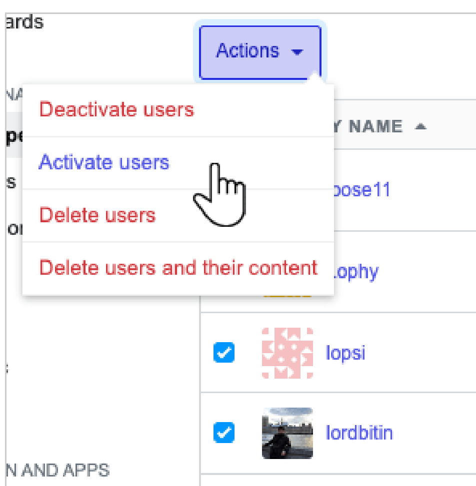
NOTE: *If you later reactivate a deactivated user, they will be able to access the site and their API keys will work again.*

Delete User Deleting a user permanently removes the user from the site. The site takes their content and attributes it to "User####" (corresponding to their user ID).

Delete User and their content Deleting a user and their content will delete the user and permanently remove any content they posted to the site.

Bulk actions

You can select multiple accounts and take bulk actions on them. This will not affect users that are already in the desired state (for example: deactivating already deactivated users). Just select multiple users and click **Actions**.



NOTE: *You can't bulk delete deactivated users.*

You can also deactivate and reactivate users with System for Cross-domain Identity Management (SCIM).

Allow self-reactivation

A deactivated user that tries to log in will get an error message indicating that their account has been deactivated by a site administrator. The **`Enterprise.AllowSelfReactivation`** site setting allows automatic reactivation for any user who attempts to log into a deactivated account. To manage this setting:

1. Go to https://[your_site].stackenterprise.co/developer/site-settings/edit?name=Enterprise.AllowSelfReactivation.
2. Change the setting to **True**.
3. Save the setting as a **New Network Default**.

If a deactivated user logs in, the site will automatically reactivate them.

Account history logs

When you deactivate or reactivate users, the site logs these actions as account history events. You can view these events by clicking **Admin Settings** then **Users and Permissions**. Click the user's timestamp (in the "Last Seen" column) to view their account history.

Each user's account history log stores many types of events. The main administrative events are as follows.

- Users deactivated and reactivated by an administrator will have type `IsDeactivatedChanged`.
- Users that reactivate themselves will have type `DeactivatedAccountSelfReactivation`.

CSV export/download

Site admins can download a CSV report of user information on the **Admin Settings User Management** page by clicking **Download CSV** in the upper-right corner. The report contains the following information for each user: Name, User Id, Email, Joined (UTC), Last Seen (UTC), Last Login Date, Deactivated Date, Role, and Status.

You can add two optional columns to the CSV, including SAML identifier, with the **`Enterprise.ExportSsoIdentifierToCsv`** site setting. To manage this setting:

1. Go to https://[your_site].stackenterprise.co/developer/site-settings/edit?name=Enterprise.ExportSsoIdentifierToCsv.
2. Change the setting to **True**.
3. Save the setting as a **New Network Default**.

Import user attributes

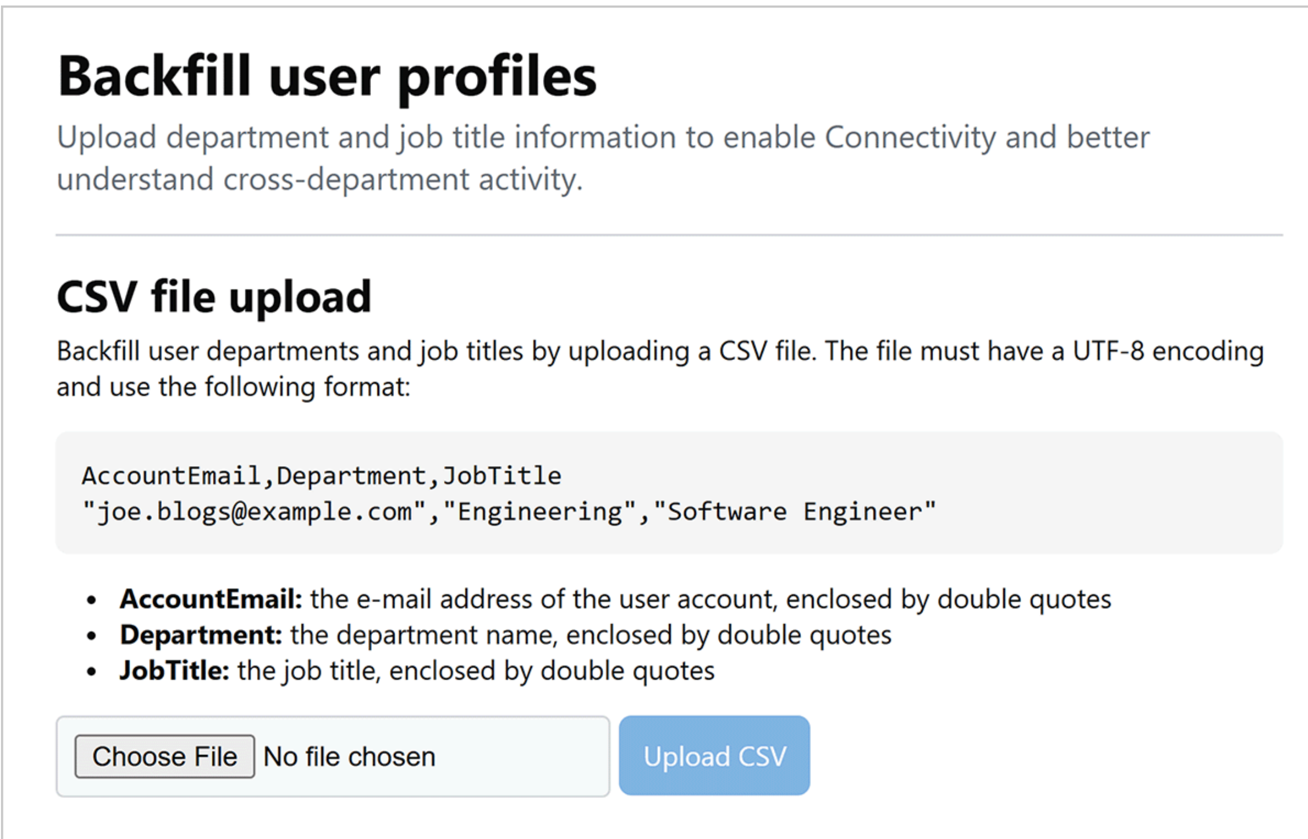
The SOE Connectivity feature allows you to visualize and track connections between your company's people and departments. This helps site administrators and moderators encourage company-wide knowledge sharing, break down silos, and identify opportunities to engage less-active departments and roles.

To track connectivity, SOE requires company department and job title information for your users. Adding department and job title attributes in your SAML authentication flow is the preferred method to populate this information. Alternatively, you can add this information to existing users by importing a CSV (comma-separated value) data file.

The SAML authentication and CSV data import processes both update department and job title data, and the last process to run will define the values for those fields until the next update. To avoid potential confusion with multiple data sources and differing values, we recommend not using the additional SAML fields and CSV import at the same time.

When you first import user department and job title by CSV, SOE will backfill connectivity data for the last 12 months of activity.

To import a CSV file, go to this URL on your SOE site: https://[your_site].stackenterprise.co/enterprise/manageusers/backfill-user-profiles. You'll see instructions for the CSV data file import, including a description of the data file format.



Your CSV file should be UTF-8 encoded, with the following columns:

- **AccountEmail** The email address of the user account, enclosed by double quotes.
- **Department** The department name, enclosed by double quotes.
- **JobTitle** The job title, enclosed by double quotes.

Your CSV file should also include a header row. Here's an example of the first two lines of a valid CSV file:

```
AccountEmail,Department,JobTitle
"joe.blogs@example.com","Engineering","Software Engineer"
```

Start the upload process by clicking **Choose File** to locate the data file. Click **Upload CSV** to upload the file.

NOTE: *The CSV import process may take several minutes, depending on the size of the file.*