

Add, edit, and delete a user profile

This article contains required information and procedures for managing a user profile of a User Profile Service application.

Procedures in this task:

- Create a user profile
- Edit a user profile
- Delete a user profile

Overview

A user profile is a visual representation of the user's relevant profile properties as rendered in Microsoft SharePoint Server 2010.

The Manage Profile Service page cannot be accessed until a service application instance of the User Profile Service is created. User Profile Service applications and other service applications can be created and managed through the SharePoint Central Administration Web site for non-hosted environments. (For hosted environments, you do this on the Tenant Administrator page.) Management of a User Profile Service application can be delegated to someone who does not have permissions to manage other services or settings in Central Administration.

Task requirements

Before you perform this procedure, confirm that:

- Your system is running either the Standard or Enterprise version of SharePoint Server 2010.
- An instance of the User Profile Service application exists

Use Central Administration to create a user profile

Perform the following procedure to create a user profile.

Administrative credentials

To use Central Administration to set up My Sites, you must be a member of the Farm Administrators SharePoint group on the computer that is running the Central Administration site or a Service Application Administrator for the User Profile Service application.

To create a user profile by using Central Administration

1. On the Central Administration page, in the **Application Management** area, click **Manage service applications**.
2. On the Manage Service Applications page, select the User Profile Service application (the application might appear as People). The Ribbon appears.
3. On the Ribbon, click **Manage**.
4. On the Manage Profile Service page, in the **People** area, click **Manage User Profiles**.
5. On the View User Profiles page, click **New Profile**.
6. On the Add User Profile page, in the **Account name** text box, enter the user name that you want.

 **Note:**

Although several fields are marked as required, in the Technical Preview only the **Account name** is actually required. However, the more information that you add to each profile, the more relevant and interesting the search results for people will be. Although the **Manager** field is not designated as required, if it is left empty, the User Profile Service application cannot determine organizational hierarchy, team association, or workgroup affiliation. We strongly recommend that you enter a value in the **Manager** field.

7. Type values for the other properties on the page and then click **Save and Close**.

Use Central Administration to edit a user profile

Perform the following procedure to edit a user profile.

Administrative credentials

To use Central Administration to set up My Sites, you must be a member of the Farm Administrators SharePoint group on the computer that is running the Central Administration site or a Service Application Administrator for the User Profile Service application.

To edit a user profile by using Central Administration

1. On the Central Administration page, in the **Application Management** area, click **Manage service applications**.
2. On the Manage Service Applications page, select the User Profile Service application (the application might appear as People). The Ribbon appears.
3. On the Ribbon, click **Manage**.
4. On the Manage Profile Service page, in the **People** area, click **Manage User Profiles**.
5. On the View User Profiles page, in the **Find profiles** text box, enter the user profile name that you want to edit and then click **Find**.
6. In the **Account name** column, select the user profile that you want to edit and then click **Edit**.
7. When you are finished, click **Save and Close**.

Use Central Administration to delete a user profile

Perform the following procedure to delete a user profile.

Administrative credentials

To use Central Administration to set up My Sites, you must be a member of the Farm Administrators SharePoint group on the computer that is running the Central Administration site or a Service Application Administrator for the User Profile Service application.

To delete a user profile by using Central Administration

1. On the Central Administration page, in the **Application Management** area, click **Manage service applications**.
2. On the Manage Service Applications page, select the User Profile Service application (the application might appear as People). The Ribbon appears.
3. On the Ribbon, click **Manage**.
4. On the Manage Profile Service page, in the **People** area, click **Manage User Profiles**.
5. On the View User Profiles page, in the **Find profiles** text box, enter the user profile name that you want to delete and then click **Find**.

6. In the **Account name** column, select the user profile that you want to delete and then click **Delete**.
7. In the dialog box, verify that you have selected the correct organization profile and then click **OK**.