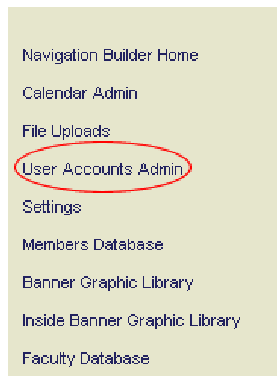# USER ACCOUNTS ADMIN

This tool allows you to set up as many Web site administrators as you need. A Web site administrator is any individual in your organization that will need to work on and/or maintain your Web site. Best of all, you will be able to give as little or as much administrative permissions to each unique individual, as is necessary.

ADDING A USER ACCOUNTS ADMIN:

1) Click on the User Accounts Admin link on the administration toolbar.
2) The User Accounts page will result. This page will display all of your current Web site administrators.

3) Click on the Add User Account link at the top of the page.
4) The Add User Account page will result.

5) Type in the required information for each of the fields.
   a. First Name: Type in the admin's first name.
   b. Last Name: Type in the admin's last name.
   c. User Name: Type in the user name that this admin will be using to log into the administrative area of the Web site.
   d. Password: Type in the password that this admin will be using to log into the administrative area of the Web site.
   e. Confirm Password: This will make sure that you entered your password into the system correctly. Type in the same password that you put in the previous field.
   f. User Accounts: Check this box if this individual should be able to add other new user accounts AND change the permissions of other user accounts. **We strongly recommend that you limit this permission to the top 2-3 administrators in your organization.**
   g. Activate Pages: Check this box to allow this individual to make pages active or inactive. You may want to have someone work on the site but want to restrict them from being able to make the page go live without prior authorization.
   h. Settings: Check this box if this individual should be able to change the font sizes, colors and other Web site formatting items. When making these changes in the setting area, these changes will appear site wide. **Therefore, we strongly recommend that you limit this permission to the top 2-3 administrators in your organization.**
   i. Banner: Check this box if this individual should be able to change the banners or header graphics at the top of each page. **We strongly recommend that you limit this permission to the top 2-3 administrators in your organization.**
   j. Faculty Database: Check this box if this individual should be able access faculty database. The faculty database is the location where one can add/update/delete staff members, assign them to staff categories and can control staff member websites.
   k. Members Database: Check this box if this individual should be able access the main members database. This individual will be able to make changes to your database.
   l. File Uploads: Check this box if this individual should be able to upload Adobe Acrobat, Word, Excel and other such files to the Web site.
   m. Add/Edit/Delete Calendar Categories/Locations: This individual will be able to edit the calendar categories and locations. To maintain a clean database of categories and locations, you should limit the number of administrators with this level of access.
   n. Calendar Categories: Check all the categories that this administrator should be able to edit. He/she will not be able to add events to categories that are not checked.
6) Set up the appropriate page level permissions for this individual.

a. The page permissions table will contain two columns of permission options.
b. The first column will allow this administrator to Add/Update/Delete all pages in this section and below.

Add/Update/Delete all pages in this section and below	Update only the contents of this individual page	
☐	N/A	Links
☐	☐	Home
☐	☐	Our Mission
☐	☐	Staff Profiles
☐	☐	Faculty Web Pages
☑	☐	Mrs. Johnson
☐	☐	Links
☐	☐	Photo Gallery
☐	☐	Online Survey
☐	☐	Mr. Floyd
☐	☐	School News
☐	☐	School Calendar
☐	☐	Athletics Calendar
☐	☐	Academics Calendar

c. For example, in the diagram to the right, the individual will be able to edit the Mrs. Johnson page AND the Links, Photo Gallery and Online Survey pages below it. In addition, this administrator will be able to add new pages as 3rd level links below the Mrs. Johnson page.
d. The second column will allow this administrator to Update only the contents on this individual page.

Add/Update/Delete all pages in this section and below	Update only the contents of this individual page	
☐	N/A	Links
☐	☐	Home
☐	☐	Our Mission
☐	☐	Staff Profiles
☐	☐	Faculty Web Pages
☐	☑	Mrs. Johnson
☐	☐	Links
☐	☐	Photo Gallery
☐	☐	Online Survey
☐	☐	Mr. Floyd
☐	☐	School News
☐	☐	School Calendar
☐	☐	Athletics Calendar
		Academics Calendar

e. For example, in the diagram to the right, the individual will be able to edit the Mrs. Johnson page only! She will **not** be able to touch the Links, Photo Gallery, Online Survey or any new pages that are added.
f. With this permissions table, you can check off as many boxes as apply and are able to check some in the 1st column and in other places the 2nd column.
g. Once all the fields have been filled and the appropriate permissions have been checked, click the Add button.
h. To make sure this was done properly, you may want to log out of the system and log in as the new administrator. This way you can make sure that this individual does not have any rights that she is not supposed to have.

UPDATING A USER ACCOUNTS ADMIN:

1) Click on the User Accounts Admin link on the administration toolbar.
2) The User Accounts page will result. This page will display all of your current Web site administrators.
   a) Update: Click this link to change a user name, password, permission levels or anything else that relates to this user account.

b)   Delete: Click this link to delete a user account. Once you delete an account, you will be unable to restore this individual's account. (You would need to create a new account.)