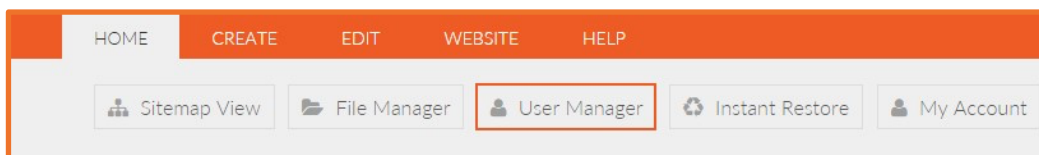# Accessing the User Manager and creating new users in your Content Management System (CMS)

Adding, changing or removing users and user roles is a setting which is reserved for administrators of your website. If you are a website administrator, you can access these settings via the **User Manager** which can be found under the **Home** tab on the orange admin toolbar.
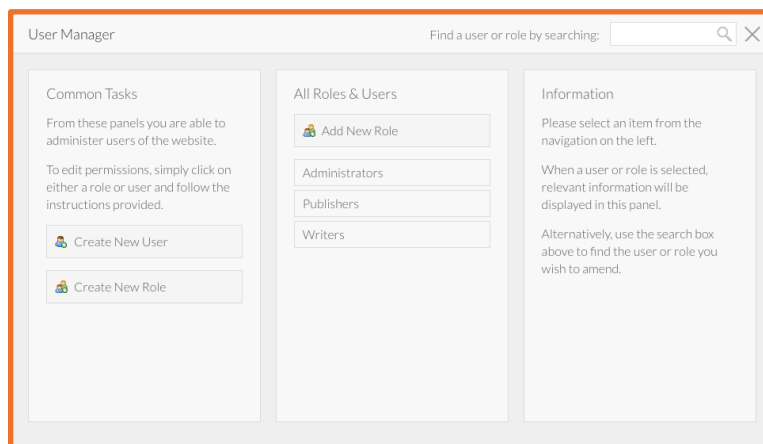

User roles within the CMS

There are three predefined user roles within the CMS and each role has different permissions attached to it. The default roles within the CMS are:

Administrator - An Administrator has full permissions to alter website content. This includes reordering content, using the Sitemap View, creating new users and roles within the User Manager, approving or rejecting content, restoring deleted items, accessing custom forms and much, much more.

Publisher - A Publisher can create content on the website, without the need for approval. They cannot reorder content or access the User Manager.

Writer - A Writer can create and edit content on the website. However, all changes require approval from an Administrator or Publisher before the content goes live.

Please note that each user should only be assigned to one of these roles and not to all three.

Creating a new user role

Sometimes you may have an occasion where you need to create a different role to the ones available within the CMS – for example if you want to create a Governors login where they can only access and edit the secure area for governors.
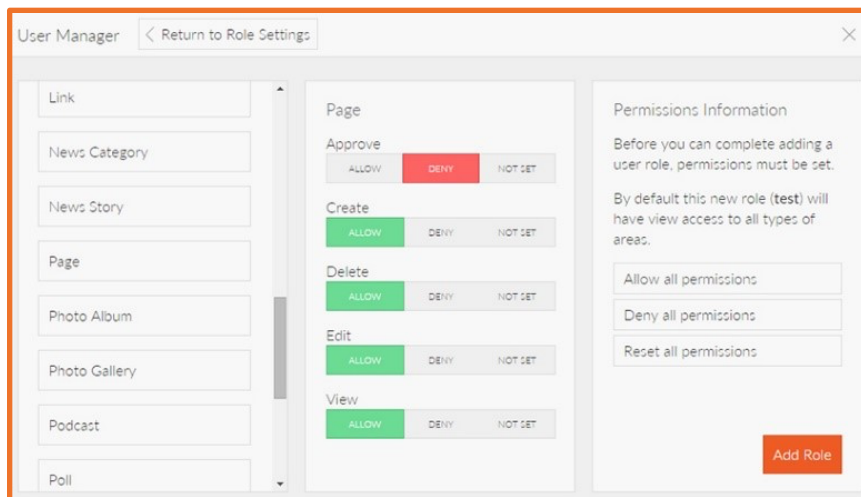
To do this, you need to go to **user manager** on the **home tab** and then select **create new role** from the **common tasks** column on the left-hand side.

New roles <u>must</u> have a **role name** and **role description**; these fields will be marked with an asterisk (*).

When you have completed these fields, click **choose permissions** to configure the permission set for the new role on a variety of CMS features.

New roles, by default, have **view only** access to features, which means that any user assigned to that role with the default permissions will not have the ability to update content on your website.

If you wish to change the permissions for any of the features, locate the relevant category in the left column, for example **page** and then set each permission option to either **allow** or **deny**. By default, **not set** is the same as deny.

To save your new role in the user manager, click the orange **add role** button.

Adding a new user

To add a new user, go to **user manager** on the **home tab** and then select **create new user** from the **common tasks** column on the left-hand side.

You will need to enter their **first name**, **last name**, **email address** (which will become their username), **contact telephone number** and **an initial default password**. You will need to retype the password to ensure it is the same both times.

The '**send user password reset**' box will already be ticked, prompting them to change the password to something new, secure and personal to them on their first login. If, for

some reason, you do not wish them to be able to change their password, you will need to untick the **user can change password** box.

When you have completed this, select **choose roles** to assign the user to the user role category required. The different role options have been outlined earlier in this guide.

Viewing existing roles and users

You may need from time to time, to find a specific user within your CMS and if you have lots of users and roles, this could be a time-consuming activity. The **search bar** at the top of the user manager is ideal for finding individuals quickly – all you need to do is type their name into the search bar and then click the magnifying glass to start the search.

When you have found the relevant user, **click** on their name to **open an information panel** on the right-hand side. You will be able to see **details about the user** such as **when their account was created** and **when they last accessed it.** You can also send them a **password reset** from here or **update their details** such as their name, email address or role.

Deleting a user

If a member of staff leaves your school or no longer requires access to the website, you will need to remove them from the content management system. You can do this by going to the **user manager** and searching for the user, either manually or using the **search bar**.

Click on their name to open the information panel on the right-hand side and then click **delete**.

A pop-up box will appear asking you to **confirm** the deletion. To proceed, click **delete** again.

Creating a password protected page

Administrators, Publishers and Writers are automatically associated to every page on the website but for new user roles, you will need to set which pages they can edit. This, for example, can be useful when you are setting up a Governors secure area.

To link a user role to a page and set up a password protected area if required, you will need to go to the relevant page of your website, e.g. Governors Area and then go to the **edit** tab on the orange admin toolbar and select **security**.

A dropdown menu will appear asking you if you wish to **inherit settings**. As you will be applying new security settings to this specific page, you will need to click **no**.

The dropdown menu will now show you a list of roles. To associate the page with a new role, click the **check box** next to the relevant role. If you require the page to be password protected, set the **public access** option to **no**.

Once you have made your changes, click **save now**.