



Add Users to Your Site

Stephanie Obodda - 2016-01-27 - Comments (0) - Users and Permissions

Who can add users?

Only persons with the Site Owner role can add users. Adding users is really no more than changing their [role](#).

How to add users and assign roles:

1. If you are adding a new user, ask them to log in to your site by going to your website and adding "/user" to the end of the URL. They will be asked to authenticate with their Brown credentials. This places them into the list of BrownSite users but does not give them permission to do anything in your site. In order for them to create/edit content, you must now assign them a [role](#).
2. Now you, the Site Owner, must log into your site.
3. Click on the black wrench located at the top left corner of your page. When the black Admin Menu appears, select Administer/User Management.
4. Open the Manage Users page (shown below)

Username	E-mail	Active	Roles	Member for	Last access
mhaq@brown.edu (id)	Maurice_Ma@brown.edu	Yes	1 hour 4 min	1 hour 4 min ago	
ap3@brown.edu (id)	Anat_Park@brown.edu	Yes	1 hour 51 min	1 hour 51 min ago	
ar2@brown.edu (id)	Olivia_Rodriguez@brown.edu	Yes	2 hours 25 min	2 hours 25 min ago	
elb@brown.edu (id)	Emilia_Bourke@brown.edu	Yes	3 hours 5 min	3 hours 5 min ago	
dfm@brown.edu (id)	Dominika_Folna@brown.edu	Yes	3 hours 14 min	3 hours 14 min ago	
lpd@brown.edu (id)		Yes	3 hours 21 min	3 hours 21 min ago	
wl@brown.edu (id)	Wencong_Lu@brown.edu	Yes	3 hours 55 min	3 hours 48 min ago	
mbp@brown.edu (id)	Mahogany_Price@brown.edu	Yes	4 hours 3 min	3 hours 57 min ago	
awp@brown.edu (id)	Abdul_Wasey@brown.edu	Yes	10 hours 34 min	10 hours 14 min ago	
azu@brown.edu (id)	Andrew_Zullo@brown.edu	Yes	11 hours 34 min	11 hours 2 min ago	
ab@brown.edu (id)	Archie_Chapin@brown.edu	Yes	16 hours 48 min	16 hours 48 min ago	
tsf@brown.edu (id)	Isaac_Tseng@brown.edu	Yes	17 hours 11 sec	17 hours 11 sec ago	
gru@brown.edu (id)	Grace_Young@brown.edu	Yes	18 hours 22 min	17 hours 48 min ago	
mk@brown.edu (id)	Min_Kim_1@brown.edu	Yes	19 hours 19 min	19 hours 19 min ago	
ys@brown.edu (id)	Yunqing_Su@brown.edu	Yes	20 hours 58 min	20 hours 58 min ago	
fack@brown.edu (id)	Felicia_Ackermann@brown.edu	Yes	21 hours 1 min	20 hours 52 min ago	
tsa@brown.edu (id)	Samuel_Austin@brown.edu	Yes	21 hours 17 min	21 hours 17 min ago	
run@brown.edu (id)	run@brown.edu	Yes	21 hours 24 min		
kb@brown.edu (id)	Katherine_Brock@brown.edu	Yes	21 hours 51 min	21 hours 51 min ago	
ape@brown.edu (id)	Arnel_Peak@brown.edu	Yes	23 hours 25 min	23 hours 14 min ago	
com@brown.edu (id)	Connor_McDonnell@brown.edu	Yes	1 day 19 min	1 day 19 min ago	

5. Use the page links at the bottom of the page or the alphabetical sorting at the top of the page to find the login ID (Brown username prepended to "@brown.edu.") of the user whose role you'd like to change. For example, Bobby here can be found under

his login ID *bsengcha@brown.edu*.

 bsengcha@brown.edu [edit]	Bobby_Sengchanthavong@brown.edu	Yes	2 years 24 weeks	4 weeks 6 days ago
---	---	-----	------------------	--------------------

- Click on the login ID (*bsengcha@brown.edu*) of the user whose role you are changing to bring up their user page.

bsengcha@brown.edu

[Home](#)

[View](#)[Edit](#)

► [About](#)

[Undergraduate](#)

[Courses](#)

[Graduate](#)

[News](#)

History

Member for
2 years 24 weeks

- Click the Edit tab in the content area of this page to bring up the list of roles.

bsengcha@brown.edu

[Home](#)

[View](#)[Edit](#)



► [About](#)


[Undergraduate](#)

[Courses](#)

[Graduate](#)

[News](#)


[PRINT THIS PAGE](#)
[SHARE THIS PAGE](#)


Brown University
Box #####
Providence, RI 02912
Phone 401-863-1000
[WebServices@brown.edu](#)
[edit](#)

Account information

Username: *

Spaces are allowed; punctuation is not allowed except for periods, hyphens, and underscores.

E-mail address: *

A valid e-mail address. All e-mails from the system will be sent to this address. The e-mail address is not made public and will only be used if you wish to receive a new password or wish to receive certain news or notifications by e-mail.

Status:

☐ Blocked

☒ Active

Roles:

☒ authenticated user

☐ content admin

☐ contributor

☐ editor

☐ reviewer

☐ site admin

☐ site owner

- Check the boxes of the roles which you would like this user to have. To see the various options and their descriptions, see: [User Roles and Permission Levels](#)
- Submit the Roles form. The page will refresh and show you a confirmation message.

bsengcha@brown.edu

The changes have been saved.

[Home](#)

[View](#)[Edit](#)

10. To repeat the process, use the convenient black administration panel to the left (or minimized to the top left corner) of your BrownSites page and follow the same steps with another user.