



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
<input type="checkbox"/> mhagar@brown.edu (id#)	Maurice_MHagar@brown.edu	Yes		1 hour 4 min	1 hour 4 min ago
<input type="checkbox"/> ap33@brown.edu (id#)	Arac_Park@brown.edu	Yes		1 hour 51 min	1 hour 51 min ago
<input type="checkbox"/> ar2@brown.edu (id#)	Olivia_Rodriguez@brown.edu	Yes		2 hours 25 min	2 hours 25 min ago
<input type="checkbox"/> ebourke@brown.edu (id#)	Emilie_Bourke@brown.edu	Yes		3 hours 5 min	3 hours 5 min ago
<input type="checkbox"/> dfohna@brown.edu (id#)	Dominika_Fohna@brown.edu	Yes		3 hours 14 min	3 hours 14 min ago
<input type="checkbox"/> tsdfr (id#)		Yes		3 hours 21 min	3 hours 21 min ago
<input type="checkbox"/> wlr@brown.edu (id#)	Wencong_Liu@brown.edu	Yes		3 hours 55 min	3 hours 48 min ago
<input type="checkbox"/> mhprax@brown.edu (id#)	Mahogany_Prince@brown.edu	Yes		4 hours 3 min	3 hours 57 min ago
<input type="checkbox"/> jwpsay@brown.edu (id#)	Abdul_Wasey@brown.edu	Yes		10 hours 14 min	10 hours 14 min ago
<input type="checkbox"/> azul@brown.edu (id#)	Andrew_Zullo@brown.edu	Yes		11 hours 34 min	11 hours 2 min ago
<input type="checkbox"/> abchagn@brown.edu (id#)	Archie_Chagn@brown.edu	Yes		16 hours 48 min	16 hours 48 min ago
<input type="checkbox"/> tsf@brown.edu (id#)	tsf@brown.edu	Yes		17 hours 11 sec	17 hours 11 sec ago
<input type="checkbox"/> gtrung@brown.edu (id#)	Grant_Young@brown.edu	Yes		18 hours 22 min	17 hours 48 min ago
<input type="checkbox"/> m93@brown.edu (id#)	Min_Kim_1@brown.edu	Yes		19 hours 19 min	19 hours 19 min ago
<input type="checkbox"/> yu2@brown.edu (id#)	Yunqing_Su@brown.edu	Yes		20 hours 58 min	20 hours 58 min ago
<input type="checkbox"/> fackerm@brown.edu (id#)	Felicia_Ackerman@brown.edu	Yes		21 hours 1 min	20 hours 52 min ago
<input type="checkbox"/> hsaq@brown.edu (id#)	Sarah_Asa@brown.edu	Yes		21 hours 17 min	21 hours 17 min ago
<input type="checkbox"/> runjack (id#)	JamesConner43@hotmail.com	Yes		21 hours 24 min	
<input type="checkbox"/> kb3@brown.edu (id#)	Katherine_Brooks@brown.edu	Yes		21 hours 51 min	21 hours 51 min ago
<input type="checkbox"/> apax@brown.edu (id#)	Arul_Peak@brown.edu	Yes		23 hours 25 min	23 hours 14 min ago
<input type="checkbox"/> comderm@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
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- 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

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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

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Brown University
Box ####
Providence, RI 02912
Phone 401-853-1000
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.