

This is a walkthrough on how to create new users.

1. To begin, select "Create New User".

6.2.1 > Manage Users

[Create New User](#) [Search](#)

Username Email Initial Password

- Password must be a minimum of 6 character.
- Contain both an uppercase and lowercase character.
- Contain at least one number.
- Contain at least one spacial character such as "!,\$,?".

[Cancel](#) [Save](#)

2. From here you will input the user's username in the Username box. Then, you must input their email into the Email box.

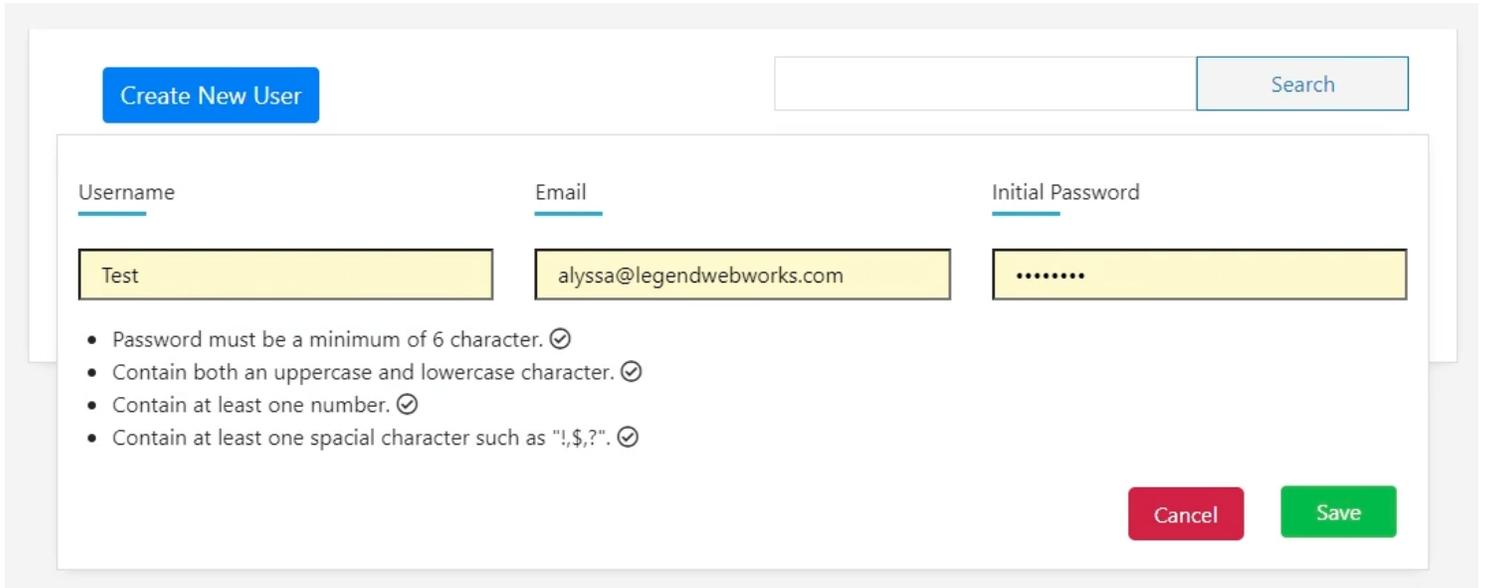
[Create New User](#) [Search](#)

Username Email Initial Password

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[Cancel](#) [Save](#)

3. Lastly, you must input the password for the user into the Initial Password box. The requirements for this password are listed below. When these requirements are fulfilled, a check mark will appear next to them.

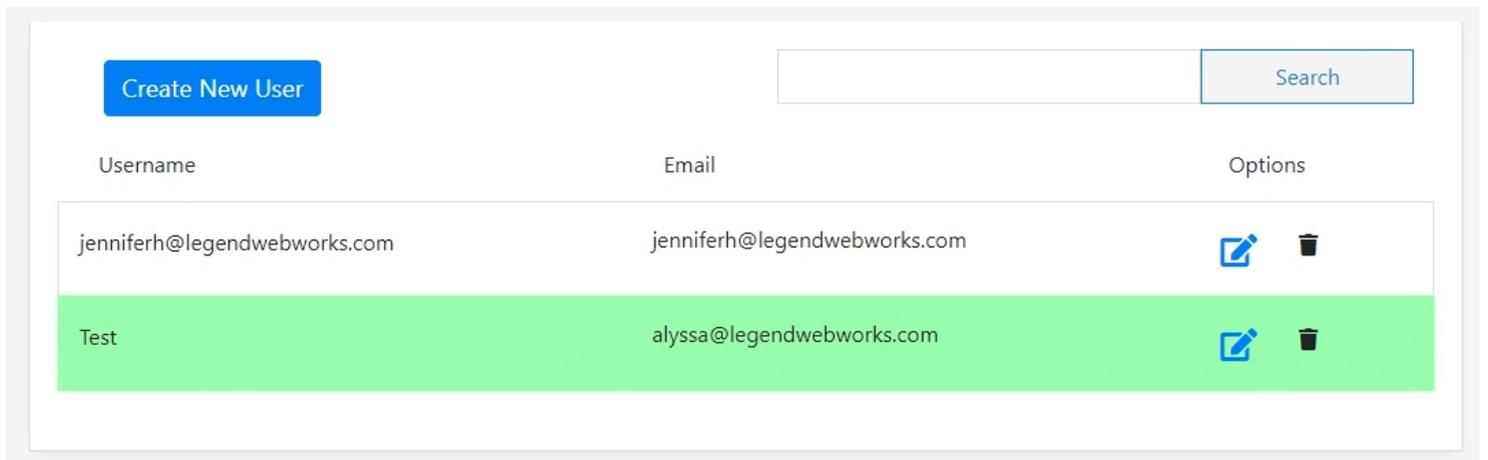


Create New User

<u>Username</u>	<u>Email</u>	<u>Initial Password</u>
<input type="text" value="Test"/>	<input type="text" value="alyssa@legendwebworks.com"/>	<input type="password" value="....."/>

- Password must be a minimum of 6 character. ✓
- Contain both an uppercase and lowercase character. ✓
- Contain at least one number. ✓
- Contain at least one spacial character such as "!,\$,?". ✓

4. You will then select save. After saving, the user will appear in your list in green.



<u>Username</u>	<u>Email</u>	<u>Options</u>
jenniferh@legendwebworks.com	jenniferh@legendwebworks.com	 
Test	alyssa@legendwebworks.com	 

5. To give permissions, you will then select the pencil icon to the right.



6. Here, you will see the user's details.

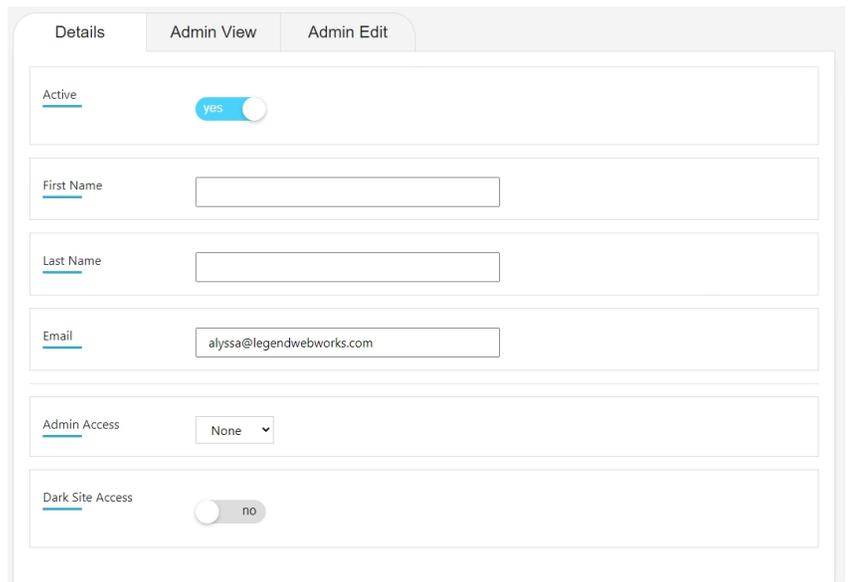
7. You can select if the user is active or not.

8. You can also input their first and last name.

9. You may also update their email address.

10. You will also see Admin Access. Here, you can choose none, partial, or global. None means that they will not have access to the editing tools. Partial means that you can choose which pages they have access to or which categories/subcategories they have access to. Global means that will have access to the entirety of the website.

11. Lastly, you can choose if they have Dark Site access. This is if dark site is applicable to your website.

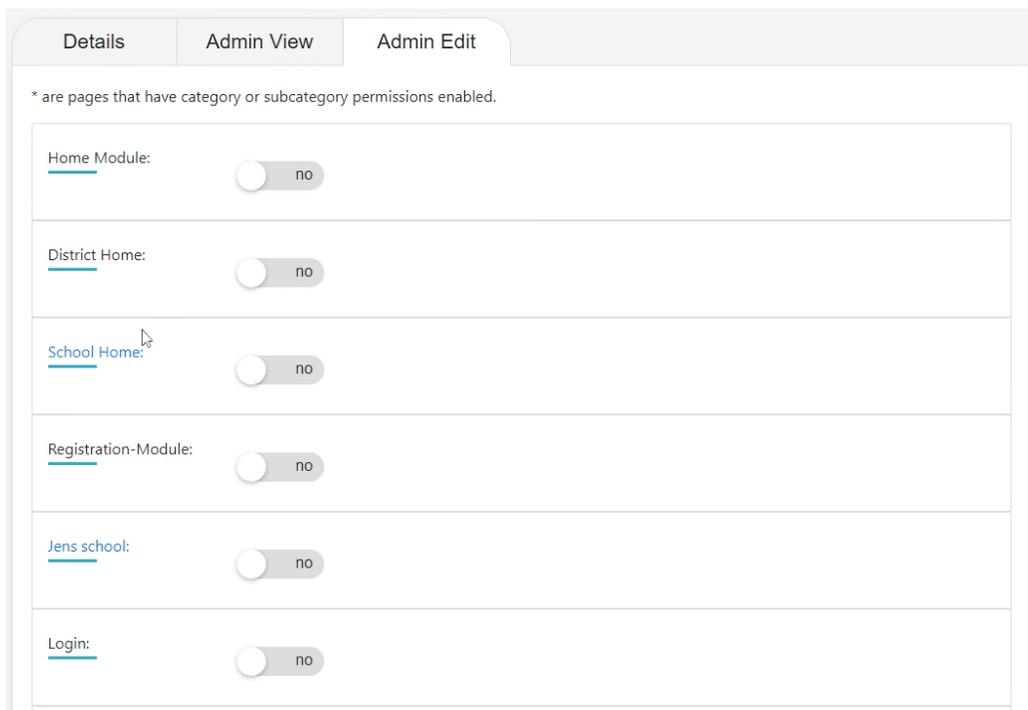


The image shows a user details form with the following fields and controls:

- Active:** A toggle switch set to "yes".
- First Name:** An empty text input field.
- Last Name:** An empty text input field.
- Email:** A text input field containing "alyssa@legendwebworks.com".
- Admin Access:** A dropdown menu set to "None".
- Dark Site Access:** A toggle switch set to "no".

At the top of the form, there are three tabs: "Details" (selected), "Admin View", and "Admin Edit".

12. If you choose for the user to have partial access, you can navigate to Admin Edit and toggle on and off the pages, categories, and subcategories that you would like them to have access to. The admin access system works in a hierarchy, giving access to an entire page, gives access to any applicable categories and subcategories. If access is given to a category and there are subcategories below it, access is then granted to all subcategories pertaining to that category.



Details Admin View Admin Edit

* are pages that have category or subcategory permissions enabled.

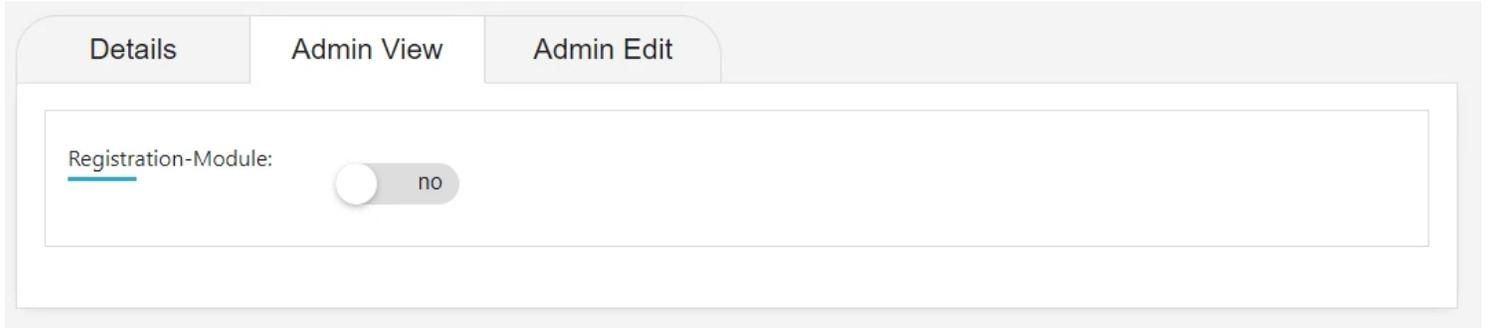
Home Module:	<input type="checkbox"/> no
District Home:	<input type="checkbox"/> no
School Home:	<input type="checkbox"/> no
Registration-Module:	<input type="checkbox"/> no
Jens school:	<input type="checkbox"/> no
Login:	<input type="checkbox"/> no

13. To view a page's categories, click on the page name. This will open up the list of categories. To view the subcategories of these categories, click on the category name. If a page has categories, the page name will be highlighted in blue. If there are subcategories below the categories, the category name will be highlighted in blue.



School Home:	<input type="checkbox"/> no	
↓	Home	<input type="checkbox"/> no
↓	main:	<input type="checkbox"/> no
⇓	main:	<input type="checkbox"/> no
⇓	Athletics:	<input type="checkbox"/> no
↓	Bell Schedule:	<input type="checkbox"/> no

14. Instead of providing editing tool permission, if you would like to only allow the user to login to see protected information, you can select Admin View to give them permission to access the password protected screen.



The screenshot shows a user configuration interface with three tabs: "Details", "Admin View", and "Admin Edit". The "Admin View" tab is selected. Below the tabs, there is a section labeled "Registration-Module:" with a toggle switch set to "no".

Tab
Details
Admin View
Admin Edit

Registration-Module: no