

Connect 6: User Accounts

User Accounts

You will add your users who need permissions to your website within the User Accounts area located within Site Admin.

To add or edit a user account:

- Select User Account in left menu 'or' the User Account icon from the Dashboard.

(Any users who have already been added to the site(s) will display in the resulting area.)
- Select Create
- In the Details area so the right, select the Active box
- Enter a User Name. (This can be whatever you desire, but it must not contain spaces. Example: JTaylor)
- First Name
- Last Name
- Email Address
- Select Save

Site Admin

- User Accounts
- Security Roles
- Site Settings
- Navigation Menus
- Site Pages
- Notifications
- Notification Groups

OR

User Accounts

+ Create

Details Roles Permissions

Active

User Name (Required)

Title

First Name

Last Name

Suffix

Display Name

Birth Date

Phone Number

Wireless Provider

Email

⚠ Not Verified

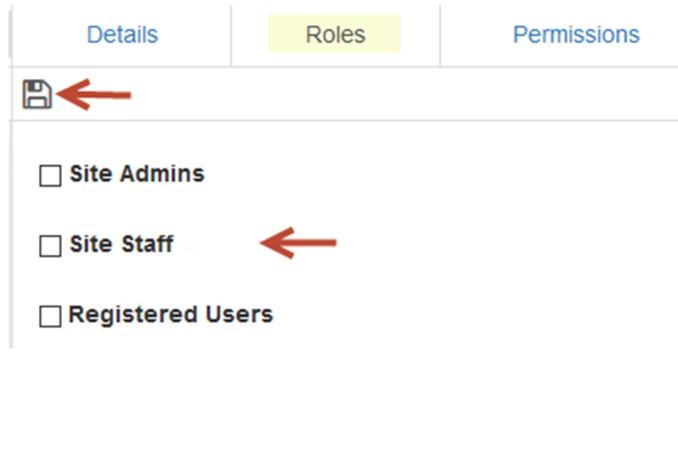
↻ Resend Confirmation Email

Assigning a Security Role:

- Once a user account has been added, you will select their name and then select the Roles tab.
- You will then select the security role you wish to assign to the user and Save.

(NOTE: Only users who need complete administrative ‘webmaster’ permissions need to have the Site Admin default security role assigned to them.

Most of your staff will primarily have the Site Staff default security role assigned to them.)



Assigning individual permissions:

- If a user needs stand-alone permissions in addition to a security role, you will select the Permissions tab and assign permissions accordingly and Save.

