

# User Management

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## User Roles

The Web CMS has 3 primary roles:

- Group Member
- Group Publisher
- Group Admin

Users may belong to one or more Groups, and one or more roles within a group.

	Create Content	Publish Content	Manage Users
Group Member			
Group Publisher			
Group Admin			

### **\*IMPORTANT\***

The Group Admin role should be reserved for regular faculty and staff employees of the university. Do not give Group Admin roles to any user who is not faculty or staff, since that user will then have complete control over the group site, including the ability to remove all other users (such as other Group Admins).

### **Catalog-specific roles**

Roles pertaining to the management of the academic catalog (editing degrees, etc.) [are discussed here](#) .

## View Users

View the Members of a given group in one of two ways:

1. From the [My Groups](#) screen, click the **View Members** link for the desired group
2. From within a group, click the **Group Member List** link in the [Admin Tools](#) menu

## DEPARTMENT OF TECHNOLOGY

### Member List

[Add People](#)

▼ Operations

SELECT	NAME	ROLES	ACTION
<input type="radio"/>	admin	administrator member, catalog editor	<a href="#">Edit</a>
<input type="radio"/>	carl blais	administrator member, publisher, catalog editor	<a href="#">Edit</a>
<input type="radio"/>	blais, roger		<a href="#">Edit</a>
<input type="radio"/>	gerald blais	administrator member, publisher	<a href="#">Edit</a>
<input type="radio"/>	roger newman	catalog editor	<a href="#">Edit</a>
<input type="radio"/>	william d blais	publisher, catalog editor	<a href="#">Edit</a>

## Add Users

To add a user to your group:

### First time CMS users

New users to the CMS [must login once](#) **BEFORE** they may be added to a group.

1. Click the **Add People** link
2. Enter the UMS (MaineStreet) login of each user  
Ex: "william.d.blais", "alfred.newman", etc.
3. Check the desired roles for the user  
NOTE: Not assigning any roles will add the user as a Member (see 'User Roles', above)
4. Click **Add users**

## Edit Users

To edit the role(s) of a current user in your group:

1. Click the **Edit** link for that user
2. Check/Uncheck the desired roles for the user
3. NOTE: Not assigning any roles will add the user as a Member (see 'User Roles', above)
4. Click **Update membership**

## Remove Users

To remove a user from your group:

1. Click the 'Edit' link next to the desired user
2. On the next page, click the 'Remove' link next to the 'Update membership' button
3. Confirm the removal on the next screen