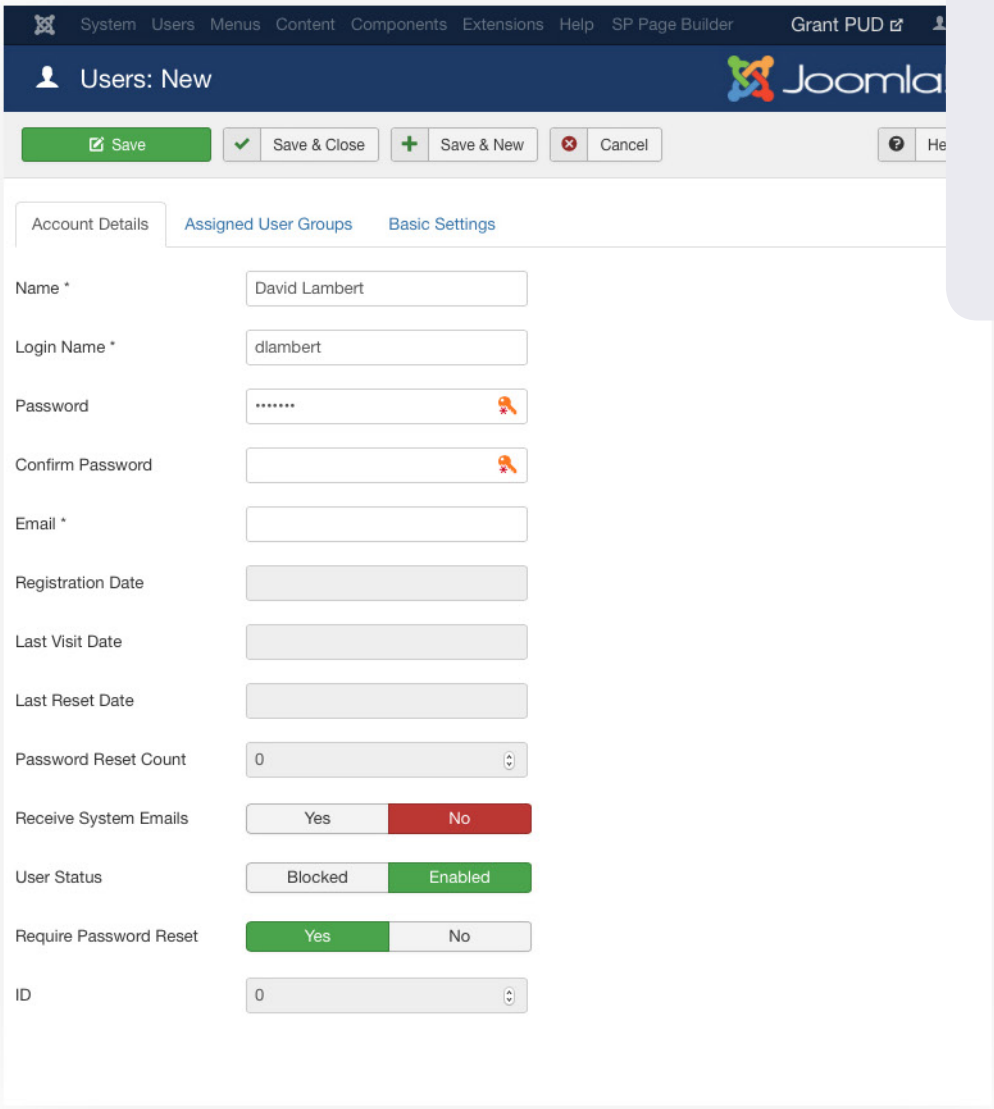
How to Add New Users



Where:

https://www.grantpud.org/administrator/index.php?option=com_users&view=user&layout=edit

Also accessible in the Back-End Editor under **Users>Manage>Add New Users**

Overview:

To add a new user, simply navigatte to the link above and fill in their contact information.

Details:

For security purposes, we recommend that you force them to reset their password when they firsst login. To do so, make sure Require Password Reset is set to "**Yes**".

Then, you can simply enter a basic password such as "password" for their temporary use until they first login. It is best that they do this quickly after being set up, and it's recommended that the temporary password is given verbally, not written down on paper or email.

Details such as Registration Date, Last Visit Date, Last Reset Date and Password Reset Count can be left blank and/or as default.

Once their Name, Login Name, Passwords and Email have been entered, click the "Assigned User Groups" tab.

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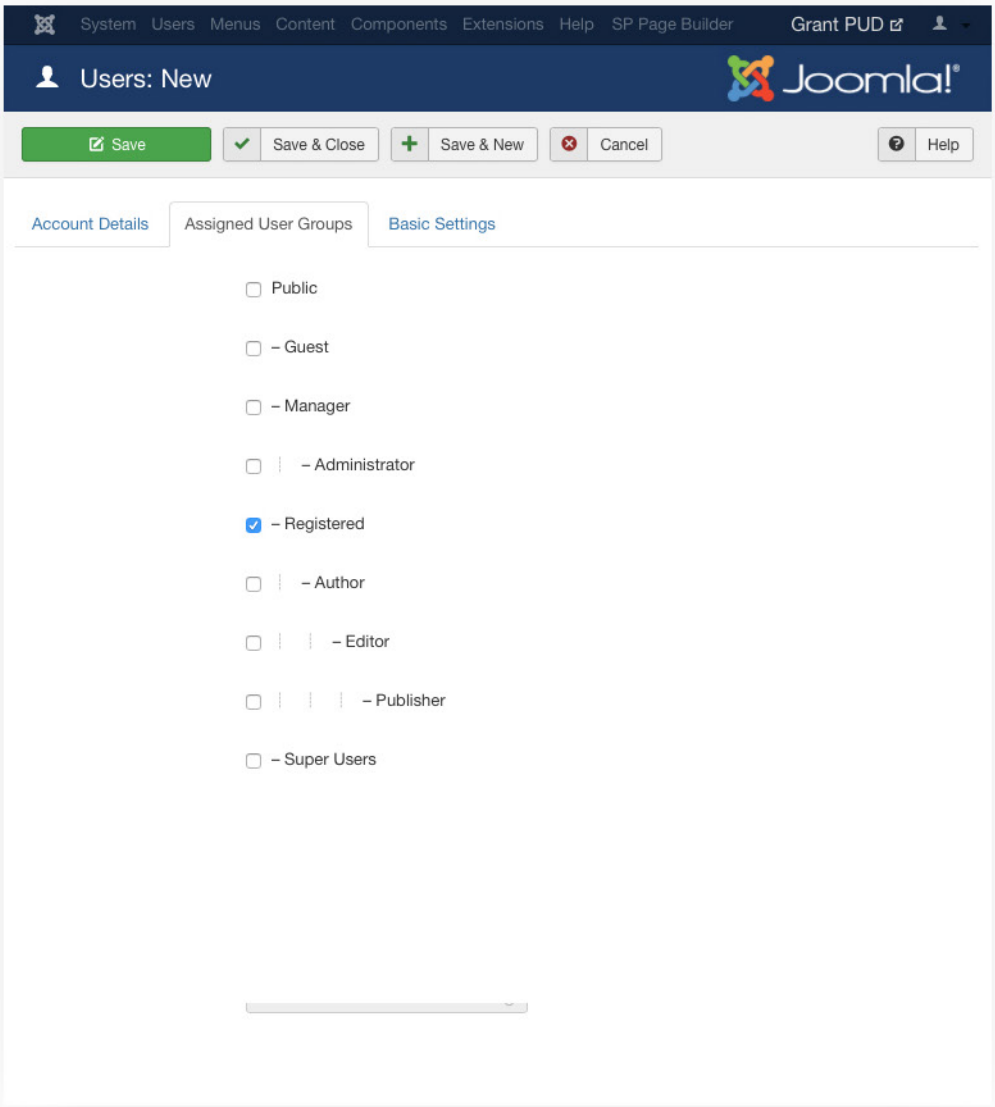

User Groups

Backend Editor Access
Only the Manager, Administrator and Super Users have access to the Backend.

Managers
Have access to content and certain controls like the navigation. They don't have access to certain mechanics like adding or updating plug-ins, New Users, or extensions.

Administrators
Have access to everything withing the back-end, including the ability to add or update plugins, extensions and new users.

Front-End Editor Access
Only the Author, Editor and Publisher have access to the front-end editor.

Authors
Have the ability to create content but not publish. They only have the ability to edit existing content that they've created as Author. Any content they create or edit will be sent to the Publisher to be approved and set live on the site.

Editors
Have the ability to create and edit any content, not jus their own, but cannot publish live to the site. Their edits will be sent to a Publisher for review and to be set live on the site.

Publishers
Have the ability to create, edit and publish all content from the front-end.

Recommended Settings

News and Committee Meeeting Editors

These users require access to the backend, but unless they are editing other content via the front-end, I would only check "Registered" and "Administrator"

Resource Commiittee Editors

Resource Committee Editors will only need "Registered" and "Publisher" credentials.

General Content Editors

Most admins will only require the ability to edit content through the front-end, so we would recommend that they also only have the "Registered" and "Publisher" credentials.