

## How to Add a New User

1. Email the Website Manager at [wsc.webmaster@willistonstate.edu](mailto:wsc.webmaster@willistonstate.edu).
  - a. Provide the new user's email address
  - b. Optional: first and last name if it is different than email name  
***\*\*\*Allow 1-3 business days for username & password creation. The new user will receive an automated email from Ingeniux with their new username and default password.\*\*\****
2. Once you receive email with user's email address
  - a. Go into **Administration**
  - b. **Administration**> **Users/Groups** > Click the tab for **Users**
  - c. Click **New Users**
    - i. Name: First Name (space) Last Name
    - ii. User ID: first.last
    - iii. Default Password: Password1
    - iv. Email: [something@willistonstate.edu](mailto:something@willistonstate.edu)
    - v. Check Receives workflow notifications
3. After they have been added as a user you must add them to the u.Authors group they are allowed to Edit, Review, and Create pages. They must be added to the u.Publishers group to send a page to publish. The user must also be added to the appropriate "p." group to have access to that page.  
***\*\*\*They must be a member of the Authors group to use the CMS\*\*\****
4. To see the permissions assigned to a group click on the group then permissions
  - a. Some user groups are security groups for the website
    - i. Example: Financial Aid group has access to pages that Financial Aid is selected in the page properties Security Tab
  - b. Some user groups are for permissions to do more in the CMS
    - ii. Example: Assets Mgr: can delete assets and manage assets folders

## To remove a user that is no longer using the CMS

1. Remove the user from the Authors group and any other groups they may be a member