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blogs.ed.ac.uk
Managing Users

Workbook

Edition #3
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1. Adding a user

1) Log into your blog via **EASE** from https://blogs.ed.ac.uk.

2) Click on **Users** in your sidebar.

3) To add a new user, click on **Add New** at top of page.

4) You now have the choice to either add an existing user or a new one. **Please note:** be careful to use EASE usernames and University email addresses only people with University usernames/passwords can access this service.

<u>Adding an existing user</u>: this option can be found on the top section of the page. You will need the person's EASE email. An existing user is one that already has a blog of their own or has already been added as an active member of a blog. Their account has already been created, therefore you will not have to add their details for them.
<u>Adding a new user</u>: fill in the bottom part of the page to add a new user. You will need to give them a username and enter their email.
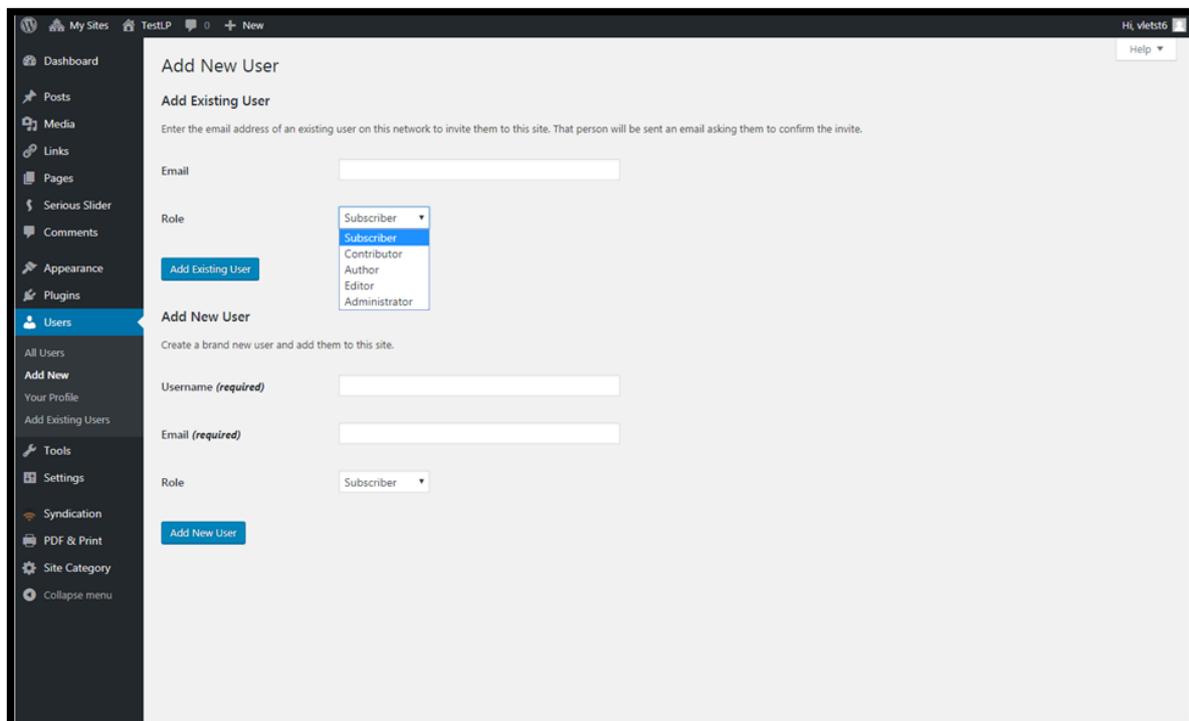
5) For both new and existing users, you will have the power to assign them a role. This can be either: **subscriber, contributor, author, editor** or **administrator.**

- **Subscriber**: the user can read content but does not have the power to edit or add anything
- **Contributor:** the user can edit, delete and read posts

- **Author**: this enables the user to create content for the blog through posts only
- **Editor**: this gives the user power to read over the content before publication as well as delete posts and moderate comments
- **Administrator:** this gives the user authority over all areas of the blog: the user would be able to manage, write, edit the blog...

6) When you have entered all the information, click **Add Existing/New User**.

2. Adding multiple existing users

1) After logging into your blog, go to **Plugins** by scrolling down your left sidebar. Check that the '**Add Existing Users'** plugin is activated.

2) Activating this plugin will make an '**Add Existing Users**' section under the '**Users**' area will appear on the left sidebar. Click on it.

3) Click on 'Add Existing Users'. An existing user is one that already has a blog of their own or has already been added as an active member of a blog. Their account has already been created, therefore you will not have to add their details for them.

Add Existing Users

This tool allows you to add existing users on this site to your blog.

To add users simply enter each user's email and select a role for them on this blog - you can find out more about different levels of access for different roles here.

1:

| User Email | | Required |
| User Role | Subscriber ∨ |

2:

| User Email | | Required |
| User Role | Subscriber ∨ |

4) Fill in the email address and select the 'User Role'. You can add up to ten users at a time, and each email needs to belong to a valid blogs.ed user. For a more detailed breakdown of each user role and their respective capabilities, consult this guide.

3. Adding multiple new users

1) After logging into your blog, go to **Plugins** by scrolling down your left sidebar. Check that the '**Add Multiple Users'** plugin is activated.

2) Activating this plugin will make an '**AMU**' section appear on the left sidebar. Click on it.

3) There are multiple ways you can add users in bulk:

- **Manual entry**: this option is best if you do not have too many users to add. It enables you to create a blank form of any size to input all your users' information. It is not ideal if you are wanting large numbers of users as it will take more time.
  To use this option, click on **Manual Entry** on the left sidebar and enter how many new users you wish to add. You will need to add the following information for each new user: user login, password, email, role, first name and last name. Click on **Add All Users** to complete the action.
  Please note: be careful to use EASE emails and usernames, otherwise the University service will not grant access to members.

- **Import CSV Data:** this option enables you to import a CSV/TXT file directly into WordPress. This option is good if you are wanting to import very large numbers of people and want to do this quicker. You can create a CSV file via Excel, for example, which reduces the amount of time needed to add users. You will need to include the following information in your file, for each new user: user login, password, email, role, first name and last name.
  To use this option, click on **Import CSV Data** and import your file. Click on **Next Step.** WordPress will now ask you to list your column property, in order. For example, if the first column in your CSV is user login followed by role, type in [user_login] and [role] in the correct order. You can also pick from the corresponding words below. Then click either on **'Skip and Add Users'** to add users or **'Create User Information Form'** to check your details before completing the action.

- **Import Email List**: this option enables you add bulk users by their email. This is an ideal option if you do not have all the necessary information about your users at hand or no time to personalise their credentials.
  To use this option, click on **Import Email List** and add each email address separated by a comma (no blank spaces needed between them). Then click either on **'Skip and Add Users'** to add users or **'Create User Information Form'** to check your details before completing the action.
  Please note: be careful to use EASE emails and usernames, otherwise the University service will not grant access to members.

- **Add from Network:** this option enables you to scroll through already existing blogs.ed network users to add them to your blog. It is the best option if you wish to create a blog specific to the network users (for privacy reasons, for example).
  To use this option, click on **Add from Network**. A list of already existing users will appear. You have the possibility to **Select All** or scroll and tick which users to add. When you are happy with your selection, click **Add All Users.**

Please note: although it is possible for you to add users that are external to the blogs.ed.ac.uk service, please be aware that they will not have access to editing the blog unless they have been given visitor accounts with which they can login to WordPress. Additionally, if your blog is not public, they will not be able to view it.

4. Editing a user

1) To change a user's role, go to the **Users** homepage via the sidebar and tick the square near their name.

2) Once ticked, click on the **Change role to...** button. A drop-down menu will appear with all different roles.

3) Once your selection is made, click on **Change** to apply the modification.