



Adding Group Members

It is possible for **Administrators** and **Managers** to create new users on the **Group Settings** page.

We recommend that teachers and parents are set up as either **Managers** or **Administrators** and students should be set up as **Users**. See the separate helpsheet for more information on user-types.

You can create users manually or for larger groups you may want to create users via CSV (Comma Separated Values) import. See the separate helpsheet for how to do this.

Creating New Administrators

1. Scroll down to the **Administrators** section, and click the **New Administrator** button.

Administrators

New Administrator

2. Allocate a **Display Name** – this is the name that is displayed to all users.

Create a new admin

Display Name

3. Allocate a **Username** – this is the name that the new administrator will log in with and will make up part of the web address for their published files. Use only letters and numbers.

Username

Letters and numbers only, no spaces

4. Allocate an email address – **Administrators MUST** have a registered email.

Email

-
5. Allocate and confirm a **Password**. This password is temporary and can be changed by the new administrator once they log in.

Password

Confirm password

-
6. You can add a **Telephone** number, but this is optional.

Telephone

Telephone is optional

-
7. Set the **Permissions**. The first three are required for **Administrators**, the final is opt-in.

Permissions

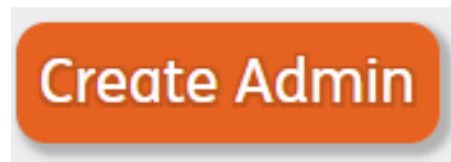
Has their own 'My Documents' folder
Permission required for admins

Can publish documents
Permission required for admins

Can change their own email address
Permission required for admins

Will receive emails about group subscription expiry and renewals

-
8. Click the button to **Create Admin**.



Creating New Managers

1. Scroll down to the **Managers** section and click the **New Manager** button.

Managers



2. Allocate a **Display Name** – this is the name that is displayed to all users.

Create a new manager

Display Name

3. Allocate a **Username** – this is the name that the new manager will log in with and will make up part of the web address for their published files. Use only letters and numbers.

Username

Letters and numbers only, no spaces

4. Allocate an **Email** address – this is optional for **Managers**, but we strongly advise that you do add this in order to be able to send reset links for forgotten passwords.

Email

5. Allocate and confirm a **Password**. This password is temporary and can be changed by the new manager once they log in.

Password

Confirm password

6. You can add a **Telephone** number, but this is optional.

Telephone

Telephone is optional

7. Set the **Permissions**. Two of these are required for **Managers**, the rest are optional. You can also decide how many **Users** to allocate to this **Manager**, if required

Permissions

Has their own 'My Documents' folder

Permission required for managers

Can publish documents

Can change their own email address

Permission required for managers

Will receive emails about group subscription expiry and renewals

User limit

8. Click the button to **Create Manager**.



Creating New Users

1. Scroll down to the **Users** section, and click the **New User** button.

Users



2. Allocate a **Display Name** – this is the name that is displayed to all users.

Create a new user

Display Name

3. Allocate a **Username** – this is the name that the users will log in with and will make up part of the web address for their published files. Use only letters and numbers.

Username

Letters and numbers only, no spaces

4. Allocate an **Email** address – this is optional for **Users**, but we strongly advise that you do add this in order to be able to send reset links for forgotten passwords.

Email

5. Allocate and confirm a **Password**. This password is temporary and can be changed by the new user once they log in.

Password

Confirm password

-
6. You can add a **Telephone** number, but this is optional.

Telephone

Telephone is optional

-
7. Set the **Permissions**. These are all optional. You can also select which of the existing **Managers** to allocate the user to via the drop-down, if required

Permissions

- Has their own 'My Documents' folder
- Can publish documents
- Can change their own email address

Manager

-
8. Click the button to **Create User**.

