

Hello everyone, my name is Nora Wesselmann and I am the Missouri Ploud Project Coordinator here at the Missouri State Library.

Today I am going to show you the ins and outs of adding and maintaining users on your Ploud website.

We will take a brief look at what the different roles mean, how to add and remove users, and reset user passwords.

When you receive your website, you will be given a set of login credentials that you can use here at the bottom of the screen to access the administrative side of your website.

To find the Users page, we are going to go to the Admin Meu, Site Setup, and Users and Groups will be the last thing on this list.

This is your user screen. It lists everyone who has the ability to log into your website and affect changes depending on their role and its permissions.

Each role has a different set of permissions and you can find a list defining each role by going to the get help section, and searching the Enfold Knowledge Base for "User Roles."

This article lists all the roles, what they can do, and the specific permissions that they have.

Now to add someone as a user on the website, you click the "Add User" button at the top of the list.

Here you will enter their name, give them a username, add their email, and you can either have them set a password here, or give them a temporary password and make sure this checkbox is full so that it will sent them a link to change that password.

You can then add them as a site administrator and/or manager to give them full permissions to edit the website. Then click register to add them to the list.

You can edit their permissions after they are registered by using these checkboxes to change what their role, or roles are.

In case of staff turnover, you have the ability to remove certain users who will no longer be editing your website.

You may have to zoom out a little to see these options over on the right. You can do that by holding the Control key on your keyboard, and scrolling down with your mouse wheel until you can see the last columns.

To remove someone, all you have to do is fill in the checkbox under remove user, and click "Apply Changes"

This is also where you can reset someone's password if you fill in this checkbox and Apply Changes, it will send them an email with a password reset link.

You can also reset a password when you are logged out by clicking this link on the log-in form and entering your username to have another email sent to you to reset your password.

That is all I have to show you. I hope you found this small presentation helpful, and I have my contact information here as well as Janet Caruthers who works with me on this project. If you have any

questions or want any more information feel free to reach out to either one of us. Thank you for watching, and have a great rest of your day.