**Site Manager Admin Capabilities**

* Create Users
* Create Groups
* View and Edit Users shared with the site manager
* View and Edit Groups in which the site manager belongs

**Create a Group**

1. Navigate to the administration panel and go to “Users, Groups, and Roles”.
2. In the top right, click – “Add Group”.
3. Type a group name consistent with your current college’s groups.
	1. EX: COLLEGE P\_Department
4. Assign users to group.
5. Assign the “Publisher” role for the group.
6. Hit “Submit”.

**Create a User**

1. Enter the employee’s CU username.
2. Enter the employee’s Full name.
3. Enter the employee’s Clemson Email address.
4. Choose “Custom” for Authentication type.
5. Enter “1” for password and confirm password.
6. Next, navigate to the next tab labeled “Membership and Roles”.
7. Assign the User to a group. You will always assign the user to the below groups:
	1. CASCADE ALL\_USERS
	2. COLLEGE ALL\_USERS
	3. What ever specific department group they need for access in the site.
8. Lastly, assign the new user the “Contributor” role. They will get the publisher role with their assigned group.
9. Hit “Submit”.

**Access for Contents**

* New users will have access to the site but not be able to do much.
* Giving them write access to a certain folder will open their access up for editing/publishing.
* If a folder is already created with content, just giving them access will not necessarily allow them to edit everything.
1. Right click the desired folder and navigate to “Access for Contents” in the popup panel.
2. Choose “Write” from the left dropdown at the bottom (Default is Read).
3. Choose the desired new or existing group created for this specific folder’s access.
4. Hit “Merge Access Rights” when finished.
	1. Be careful choosing the top checkbox option, this will overwrite any existing access rights setup on the folder or page.

**Access Rights**

* Similar to Access for Contents, Access rights can help you control who sees what that has access to your site.
1. Right click the desired folder and navigate to “Access Rights” in the popup panel.
2. Select the desired access level for all users. Typically, and by default, it is set to “Read”.
	1. Selecting “None” will only allow users with access rights to the folder the ability to see the folder in the site at all.
	2. Selecting “Write” will allow all site users access to read and write to the folder.
	3. Leaving default to “Read” will allow all users to only read the folder.
3. Grant access “Read or Write” to the desired new or existing group.
4. Hit “Update” when finished.