

Adding a New User to your Site

User Roles are created by the help desk, after a new user has completed training at <https://pwtraining.dma.mil>. To add a new user to your site, you will need to contact the Help Desk during business hours (see below).

Before you contact the help desk you will need to collect the following information and consider the following things about the new user's role on your site.

User information:

- User's first and last name
- The user's display name. This is the name that will be displayed when your user is logged in.
- The user's username (most likely first initial of first name followed by last name)
- The user's email address

User's Role

Be prepared to answer the following questions about what your user will be doing on your site.

- What section(s) or page(s) will the new user be working on?
 - The user does not need to have access to all the pages or all the modules on your site. You need to think about the areas where you will need them to perform work, and limit their access to those particular areas. For example, you may have a user who only works on news stories. This user would not need to have access to any page but the news page.
- What will the user be doing on the assigned pages?
 - Will the user be able to add subpages?
 - Will the user be able to add and delete modules on pages?
 - Will the user need access to all of the modules on the page?

| | View | Add | Add Content | Copy | Delete | Export | Import | Manage Settings | Navigate | Full Control |
|-----------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|
| Administrators | <input checked="" type="checkbox"/> |
| All Users | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Approvers | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Content Provider | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Registered Users | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Site Manager | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Subscribers | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Translator (en-US) | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Unauthenticated Users | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Username: Add

Copy Permissions to Descendants:

Copy Permissions

Update Page Cancel

Figure 1. This is an example of a permissions page. It looks basically the same for both page permissions and module permissions. This figure gives you an example of how much or little access you can give to a new user.

Help Desk Hours
Monday – Friday:
6:30am – 5:00pm Central Time

AFPIMS@dma.mil
(210) 800- 8070

- Will the user be able to publish content directly, or do you want it to go through an approval process?
- What would you like the users role to be called?
 - Based on the answer to the previous questions, you will need to think of a title for your new user's role. If your users job is broad you may want to call them something like a content manager or a content provider. If your users job is very focused you should call them something that reflects that, for example News Content Provider.