

3.0 Creating a User

If you are the Web Manager for your agency website, your user account will have the User Manager role. As a user manager, you can add new users to your system, and assign them the roles of Creator or Editor.

1. From the Admin Toolbar, click on **People**
2. Click on **+ Add user**

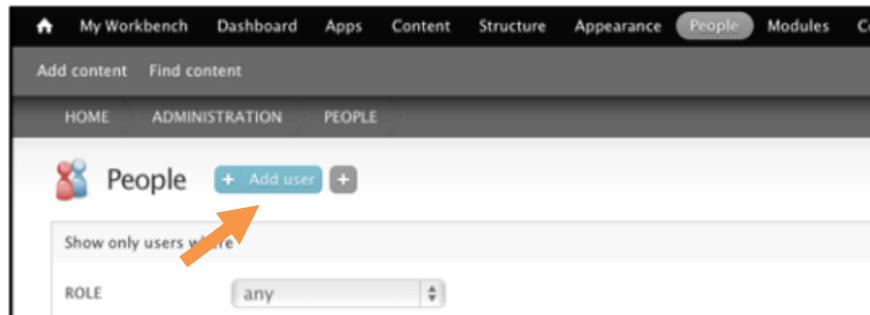


Figure 1 Adding a User

The Add User form will appear.

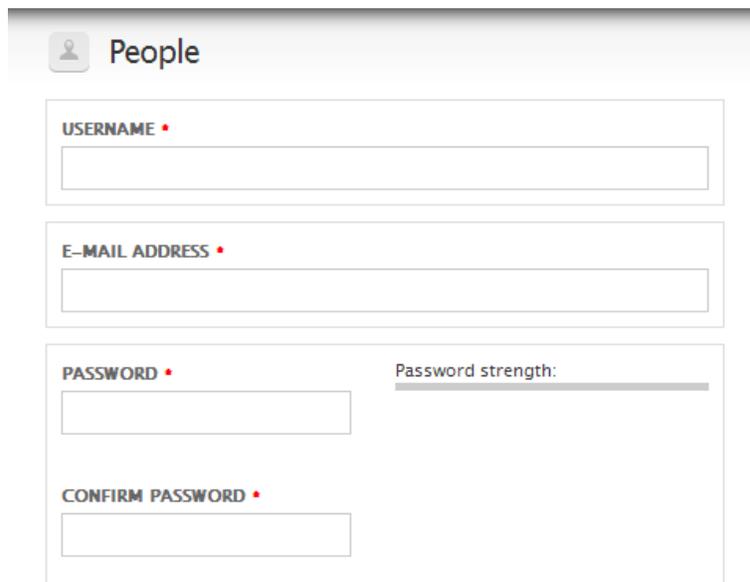
A screenshot of the Drupal 'Add User' form. The form is titled 'People' and contains several input fields: 'USERNAME', 'E-MAIL ADDRESS', 'PASSWORD', and 'CONFIRM PASSWORD'. There is also a 'Password strength' indicator. The form is displayed in a light gray box with a white background.

Figure 2 Adding a User

- a. Enter a **Username** in the designated field.

Note: *Usernames in Drupal may contain spaces and capital letters. Please note that user names are case sensitive.*

- b. Enter an **e-mail address**. E-mail addresses must be in the proper format (name@site.com).
Note: *You cannot create two users with the same e-mail address.*
 - c. Enter a **password** in each password field. This is only a temporary password for account set-up; upon first log-in, the new user will create a unique, secure password.
Suggestion: *A secure password is one that is at least eight characters long, and contains an uppercase letter, a lowercase letter, and either a number or special character.*
3. Check “Notify user of new account” to send the user an e-mail with their login information.
Note: If you forget to check this box, you’ll need to send the new user an e-mail with the Web address for the login screen and have the user “Request a New Password.”
 4. Check the appropriate Roles box(es) for that user. *(See Section 2.2 for explanation of Roles).*
 5. Click **Create new account**.

4.0 Blocking accounts

When a user’s account is no longer needed (for example, if an employee leaves your agency), it is the User Manager’s responsibility to block that user’s account.

1. From the Admin Toolbar, click on **People**.
2. Check the checkbox next to the user(s) whose accounts you would like to block.
3. Select “Block the selected users”, and click **Update**.

5.0 Unblocking accounts

A user account may be blocked if:

- The user tries to log in too many times with the wrong password.
- A User Manager blocks the account.

Anyone with a User Manager role may unblock an account.

4. From the Admin Toolbar, click on **People**.
5. Check the checkbox next to the user(s) whose accounts you would like to unblock.
6. Select “Unblock the selected users” from the dropdown list and click **Update**.