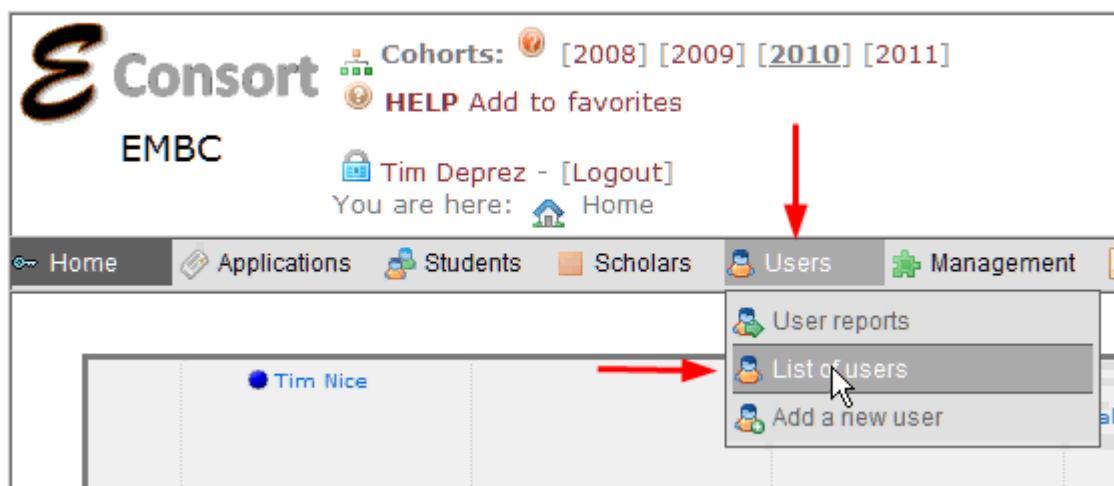


## Setting the security settings of a user

First, you need to log in as administrator into your instance.

EConsort

Click on “Users”, then select “List of users”



A list of all users will be presented to you. To set userrelated security settings, click on the shield-symbol next to the name of the user.

List of users for this website:

Nr.	Last name	First name	Email		Last login
1.	Acuña Fernández	José Luis	acuna@uniovi.es	✕	10/11/2010
2.	blondeel	pieter	p.blondeel@ugent.be	✕	13/12/2010
3.	Bohigas	Monica	mbohigas@uniovi.es	✕	//
4.	Crespo	Juan	jcrespo@uniovi.es	✕	//
5.	De Troch	Marleen	marleen.detroch@ugent.be	✕	29/10/2010
6.	Deprez	Tim	tim.deprez@ugent.be	✕	14/12/2010

By selecting your user, you will move on to the next page, where all security settings of that user are listed.

There are 2 ways of setting the security settings:

First one is by hand, in the leftpart of the screen, you'll see all possible settings,

### Set security

- Website
  - Manage content
  - Open the website
  - Report of website content
  - News (RSS)
  - Add news
  - Job opportunities
- Applications
  - List of all applications
  - Add new applicant
  - Applicant reports
  - Lists of students/applicants
  - Send bulk email
  - List of all submitted applications
- Management
  - File archive
  - Add new email addresses
  - Administrative tasklist
- Courses
  - Add a new course
  - List courses

### Quick security ...

Copy the security settings of the following user to this user: Vincx Magda Copy settings

### Other security ...

Website content security: edit [\[edit\]](#)  
 User management security: edit [\[edit\]](#)  
 News security: edit [\[edit\]](#)  
 File archive security: edit [\[edit\]](#)  
 Calendar security: edit [\[edit\]](#)  
 ECTS security: edit [\[edit\]](#)  
 Applicants security: edit [\[edit\]](#)  
**Part of Ugent:** ☐  
**Administrator:** ☒ YES

The “X”-icon means the user has no rights on this item (all subitems under this item will have the same rights as the main item from which they descend). The “eye” indicates whether the user has rights to see the content in this item, and at some (sub)items a “pencil”-icon is shown, this indicates if the user has write-access to this (sub)item.

Secondly (more easy) you can set all security items from one user to another user. (Quick security => Copy settings)

Full account details for Bohigas Monica Back to user file

### Set security

- Website
  - Manage content
  - Open the website
  - Report of website content
  - News (RSS)
  - Add news
  - Job opportunities
- Applications
  - List of all applications
  - Add new applicant
  - Applicant reports
  - Lists of students/applicants

### Quick security ...

Copy the security settings of the following user to this user: Vincx Magda Copy settings

### Other security ...

Website content security:	edit	[edit]
User management security:	edit	[edit]
News security::	edit	[edit]
File archive security:	edit	[edit]
Calendar security:	edit	[edit]
ECTS security:	edit	[edit]
Applicants security:	edit	[edit]
Part of Ugent:		
Administrator:		YES

Third, you can set settings which will overrule the other settings ("Other Security"). This will be explained in another tutorial.

Full account details for Bohigas Monica Back to use

### Set security

- Website
  - Manage content
  - Open the website
  - Report of website content
  - News (RSS)
  - Add news
  - Job opportunities
- Applications
  - List of all applications
  - Add new applicant
  - Applicant reports
  - Lists of students/applicants

### Quick security ...

Copy the security settings of the following user to this user: Vincx Magda Copy settings

### Other security ...

Website content security:	view	[edit]
User management security:	deny	[edit]
News security::	deny	[edit]
File archive security:	edit	[edit]
Calendar security:	deny	[edit]
ECTS security:	edit	[edit]
Applicants security:	restricted	[edit]
Part of Ugent:		
Administrator:		YES

Assigning students to this user