The DSpace Course - An Introduction to Users and Groups

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The DSpace Course

Module – An introduction to users and groups
By the end of this module you will:

- Understand why user accounts are required, and how to create a user account.
- Understand what groups are and how they are created.
- Know how to make a user account a DSpace administrator
- Have created an initial administrative user
- User accounts are required in order to grant privileges to different users
  - If not logged in, you are considered to be an anonymous user
  - If you have a user account, privileges can be granted to you to allow you to interact with DSpace
  - Some users will be ‘administrators’ and have access to all functions in DSpace
Creating users

- To create a user (self-creation)
  - Click on My DSpace link
  - Click on ‘New user? Click here to register.’
  - Enter an email address and press ‘Register’
  - Follow the link in the email that is sent to you
  - Provide your name, telephone number, and a password

- New users have no privileges
DSpace groups

- Combine users into logical groups
  - Assists with the management of users
  - Assign privileges to group not individuals
  - Groups can be members of other groups

- E.g.
  - Computer Science staff group
  - Faculty staff group
  - All staff group
Two special groups:

- Anonymous:
  - No users in this group. This group is used when the user is not logged in.

- Administrator
  - Contains users who should have full administrator access.
Creating the first administrator

- First administrator must be created directly on your DSpace server
  - [dspace]/bin/create-administrator
    - Enter email address, first name, last name, and password
  - Use it to log in to DSpace
Practical exercise: Create an administrator

Follow the instructions in the module handbook:

- Launch a terminal window and change directory to [dspace]
- Run the following command:
  - bin/create-administrator
- Follow the prompts and enter an email address, first name, last name, and password.
- Launch a web browser and open the URL of your DSpace installation
- Click on ‘My DSpace’
- Enter the email address and password that you used above, and press the ‘Log In’ button
- You can see that you are logged in as an administrator as the link ‘Administer’ has appeared in the left hand menu.
These slides have been produced by:

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