The DSpace Course - An Introduction to Users and Groups

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Module: An introduction to users and groups

Module overview:
This module will introduce the concept of users and groups in DSpace. Users require accounts to be able to log in and submit or edit items. Logical collections of users can be placed in groups to make administration easier. Some users have additional rights that let them administrate the software. These concepts are explained in this module.

Users and groups are explained more in-depth in the module ‘User management and authentication’.

Module objectives:
By the end of this module you will:

1. Understand why user accounts are required, and how to create a user account.
2. Understand what groups are and how they are created.
3. Know how to make a user account a DSpace administrator
4. Have created an initial administrative user

Note
For the practical exercise, please refer to your sheet ‘Local instructions’ for details of the following:

- How to launch a terminal window and a web browser
- What the path to [dspace] is
- What the URL of your DSpace installation is
**DSpace user accounts**

- 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

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**User accounts**

User accounts are required in DSpace in order to allow DSpace to differentiate between users of the software. There are different privileges that can be assigned to users:

- Anonymous user
  - If not logged in, users of DSpace are considered ‘anonymous users’. Privileges such as viewing items are often given to the anonymous user so that anybody can view the items.

- Normal user
  - Once logged in, normal users can be given privileges in order to allow them to submit to different collections. Individual users can be given rights in certain areas such as editing items in one particular collection.
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- Administrator
  - Some users can be made administrators. They have full access to all functions on all items 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

Creating users

This description of creating users relates to DSpace instances that are configured to use the in-built password authentication system in DSpace. The module ‘User management and authentication’ explains how to use and configure other authentication systems.

Users can register by following these steps:

1. From the DSpace front page, click on the link ‘My DSpace’ in the left hand menu bar.

2. Rather than logging in, select the link ‘New user? Click here to register.’

3. Enter an email address in the box provided, and press the ‘Register’ button.

An automatic email will now be sent to the user. The user must follow the link contained in the email to complete the registration process. An email is sent to the user in order to stop a spammer creating hundreds of accounts. Accounts can only be created by people with individual email accounts.
4. Click on the link in the email to go to the final registration page. Provide your first and last names, and a contact telephone number, and enter and confirm a password. Once this is done, press ‘Complete Registration’.

The user will now have an account which they can use to log in by visiting the ‘My DSpace’ link.

A newly created default user will only have the same permissions that an anonymous user has. See other modules relating to collections to see how to grant submission rights to a user. New users will have permissions to use facilities such as setting up alerts for new materials added to collection.
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

Groups
DSpace is able to combine users into logical groups. This can assist with user management. If you have a collection of users, all of whom need the same privileges then create a group for them. When it comes to granting the privileges, grant them to the group rather than each individual user.

You may wish to use groups as follows:

5. Groups for faculty from different departments:
   - Create a group called ‘Computer Science staff’ and add all relevant users to that group. Those users will then inherit the privileges associated with that group.

Users can be a member of multiple groups. For example an administrator may work for two different departments. By putting them in both groups they will inherit both sets of privileges.
Groups can be members of other groups. This can be useful if for example you want to structure your DSpace groups to match your organizational structure:

- User X is a member of the department of computer science group and inherits those permissions.
- The department of computer science group is a member of the science faculty group and inherits those permissions.
- The science faculty group is a member of the university staff group and inherits those permissions.
Special groups

- 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

Before any users can be assigned privileges, an initial administrator must be created. This administrator can then grant privileges to other users, and can make other users administrators also.

Creating the first DSpace user requires direct access to the DSpace server so that DSpace knows they are a trusted user. The following command is used to create the administrator:

```
[dspace]/bin/create-administrator
```

You are prompted to enter an email address, first name, last name, and password.

Once this user is created, you can 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.

Create an administrator

In this exercise you will create an administrator, and then use that account to log in to DSpace:

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

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