# Creating and Managing User Accounts in Collective Access

The following is a guide for creating and managing a user account. Note: this process is accessible to Administrators only. Each user is given their own account, as this allows for multiple users to access the database simultaneously, and for accountability in terms of tracking each user's work and progress.
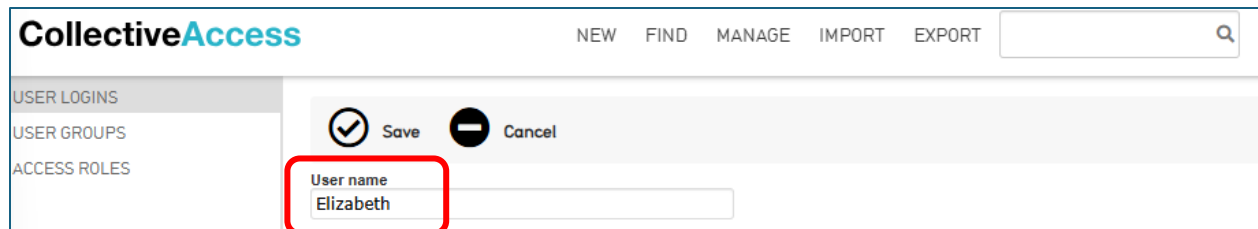
To create a new user account:

1. Go to **Manage > Access control**
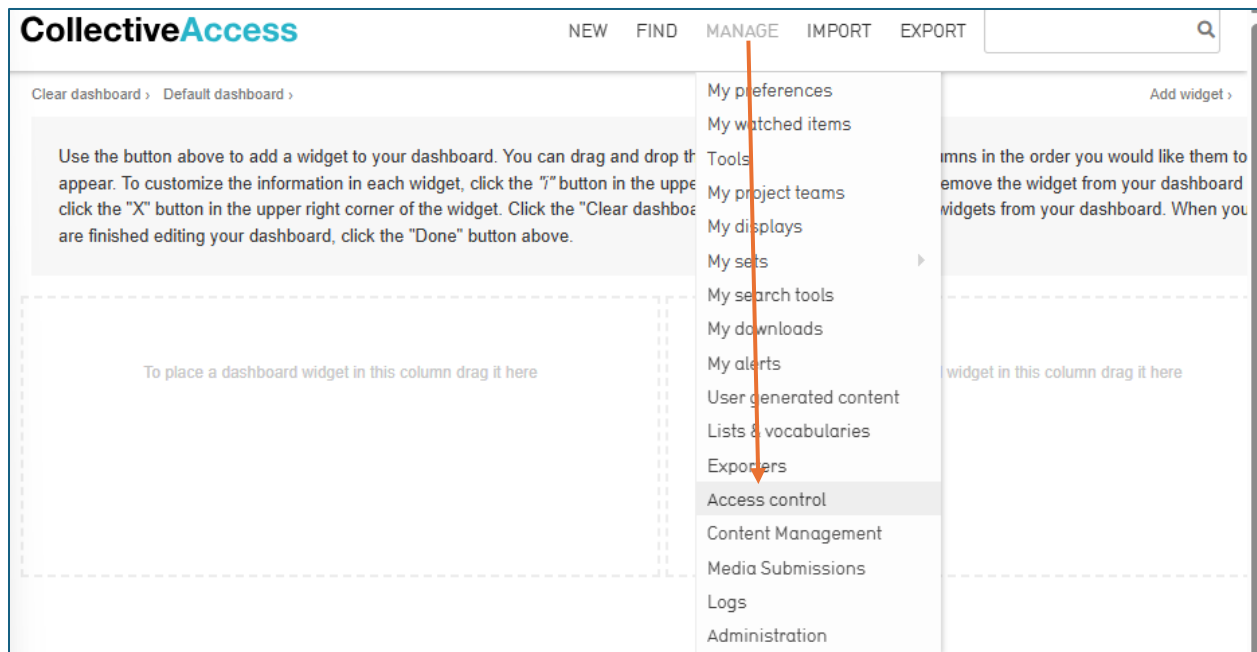
2. Click the plus sign in the upper right to add a **new user**
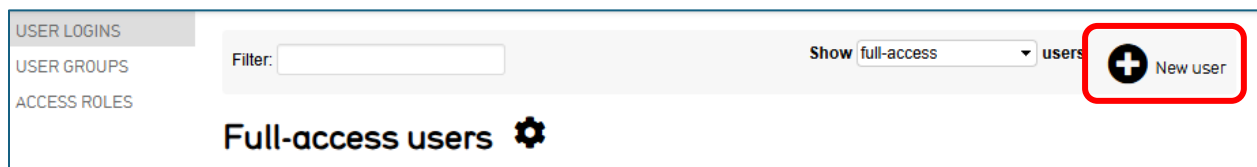
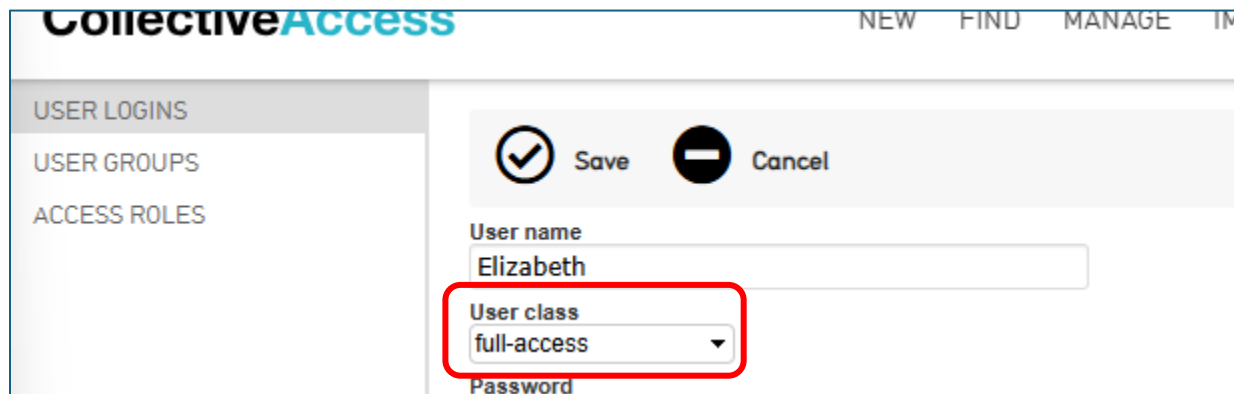3. Type in **User name** (typically user's first name only)

4. Leave 'user class' as **full-access**

5. Create and confirm password (must be at least 6 characters long)
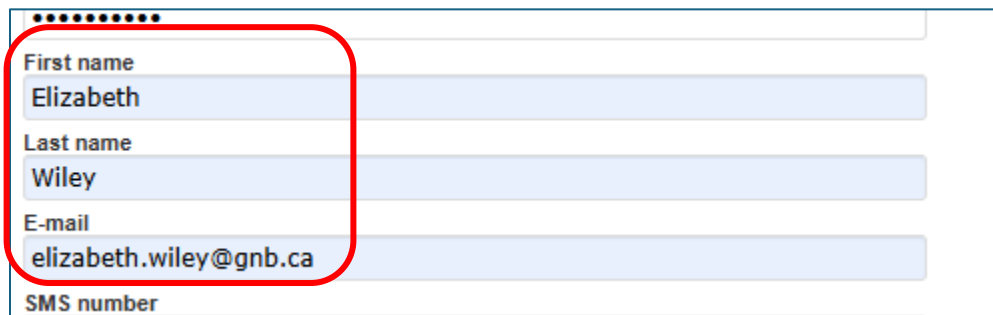
6. Type First Name, Last Name and email address

7. Ensure account is activated (**check box**)

Account is activated?
☑
Roles

8. Select **user's role** and **group**
   a. Administrators have full access to the database
   b. Cataloguers can edit and create records, but cannot perform administrative functions/duties
   c. Researchers can view and search records but cannot create or edit records.

Roles
Administrators [admin]
Cataloguers [cataloguer]
Researcher [researcher]
User content moderator [moderator]

Groups
Administrators [admin]
Cataloguers [cataloguer]

9. Other fields are **optional** to complete.

Organization

Address 1

Address 2

City

State/province
New Brunswick
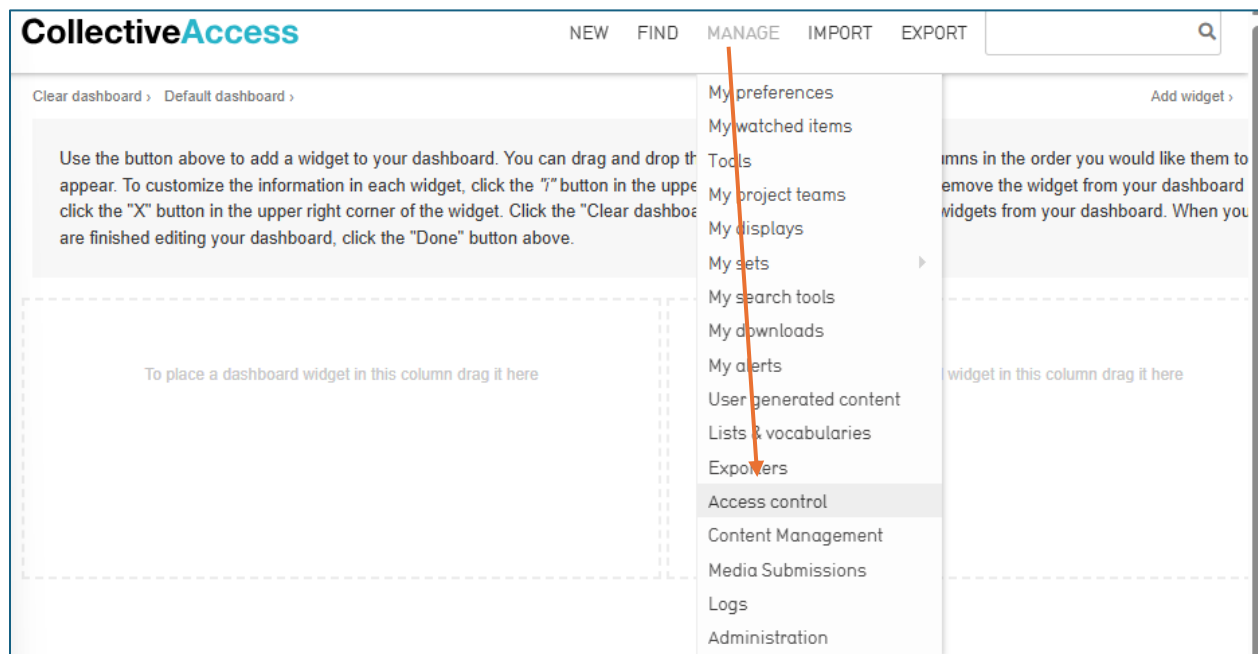
Country
Canada

Postal code

Phone

Fax

10. Click **Save**

11. Send user their login details, including a link to the database

To modify a user account (including changing passwords):

1. Go to **Manage > Access control**

2. Click the page icon to **edit** a user account

3.   Make any required changes


4. Click **Save**

To deactivate a user account:

Note: user accounts on Collective Access are never deleted, as this removes any association with records that the user has created or modified. If a user no longer requires access to the database, their account is deactivated instead.

1. Go to **Manage > Access control**
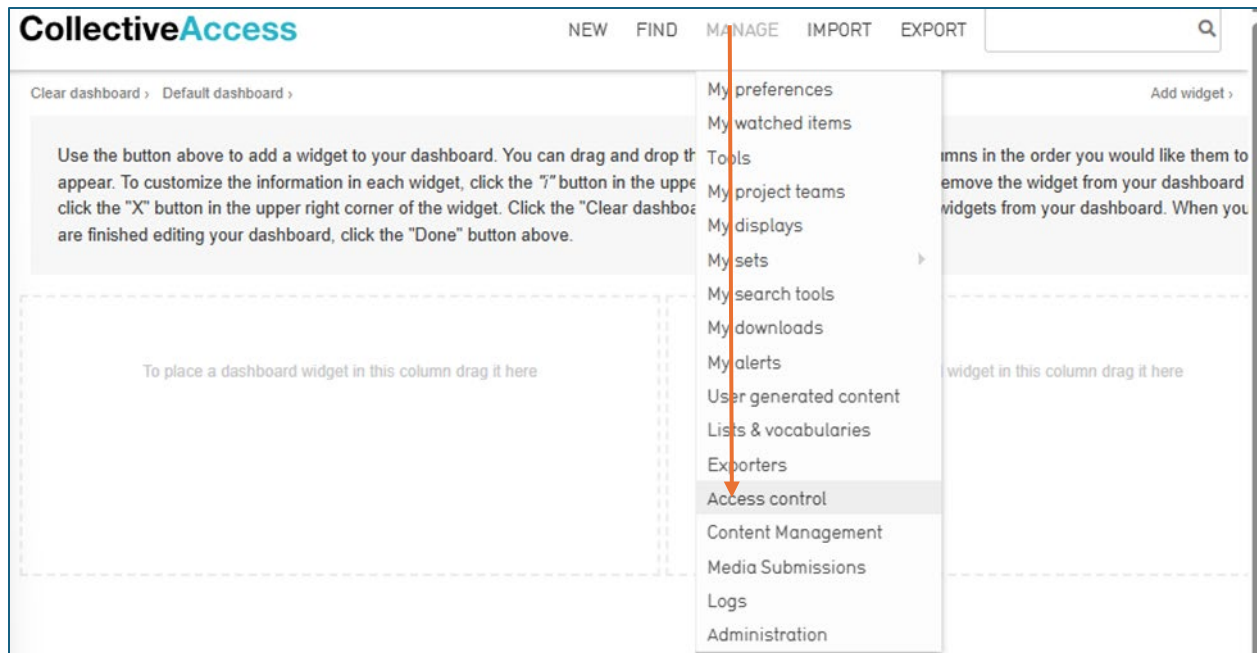
2. Click on the page icon to **edit** a user account

3. **Uncheck** the box for 'Account is activated?'

4. Click **Save**