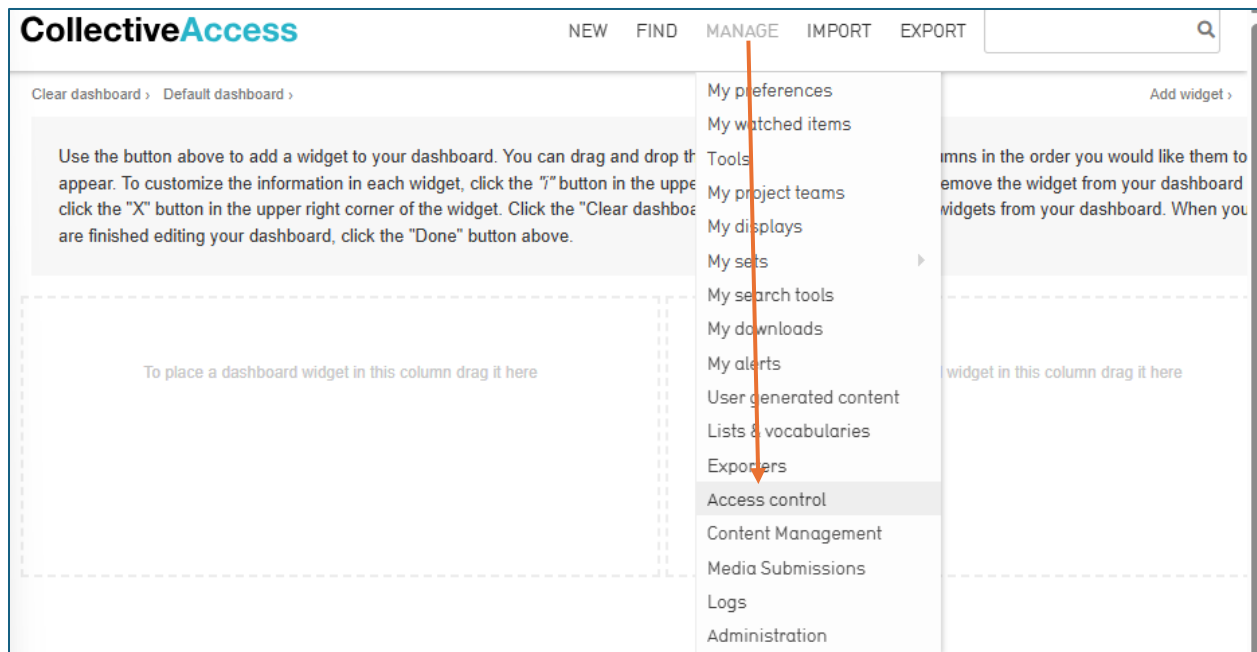


Creating and Managing User Accounts in Collective Access

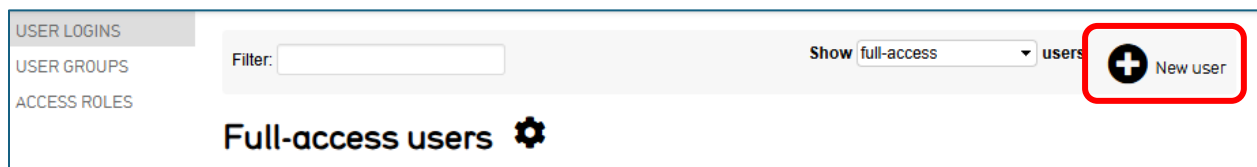
The following is a guide for creating and managing a user account. Note: this process is accessible to Administrators only. Each user is given their own account, as this allows for multiple users to access the database simultaneously, and for accountability in terms of tracking each user's work and progress.

To create a new user account:

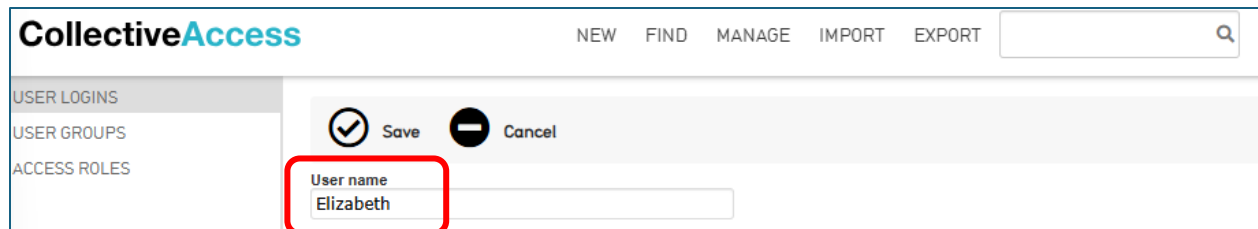
1. Go to **Manage > Access control**



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)



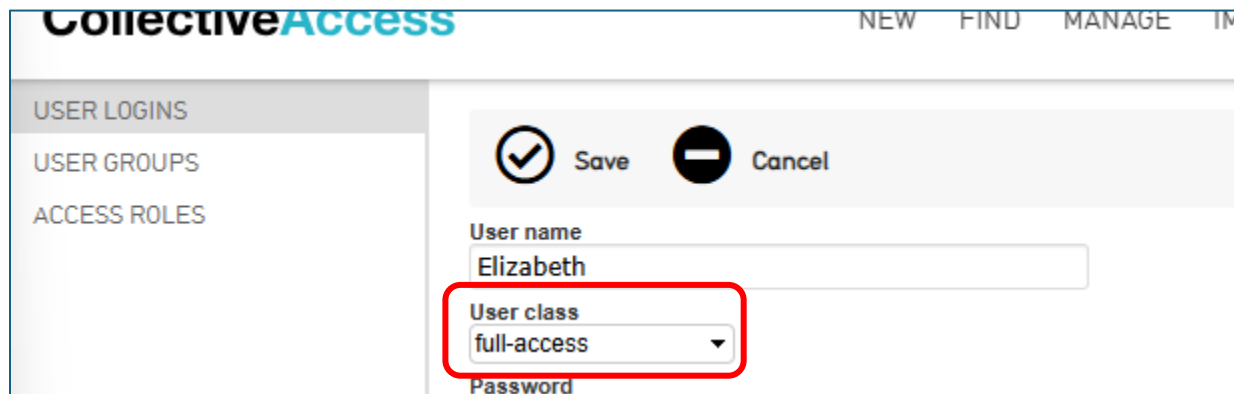
CollectiveAccess NEW FIND MANAGE IMPORT EXPORT

USER LOGINS
USER GROUPS
ACCESS ROLES

Save Cancel

User name
Elizabeth

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



CollectiveAccess NEW FIND MANAGE IM

USER LOGINS
USER GROUPS
ACCESS ROLES

Save Cancel

User name
Elizabeth

User class
full-access

Password

5. Create and confirm password (must be at least 6 characters long)

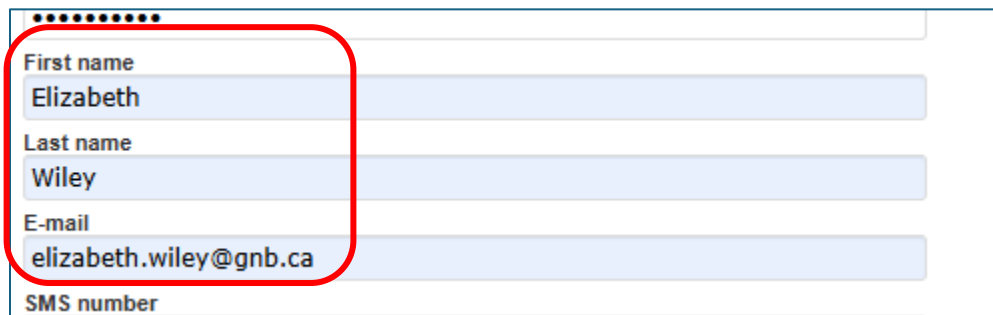


an access

Password
.....

Confirm password
.....

6. Type First Name, Last Name and email address



.....

First name
Elizabeth

Last name
Wiley

E-mail
elizabeth.wiley@gnb.ca

SMS number

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

Account is activated? <input checked="" type="checkbox"/>
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

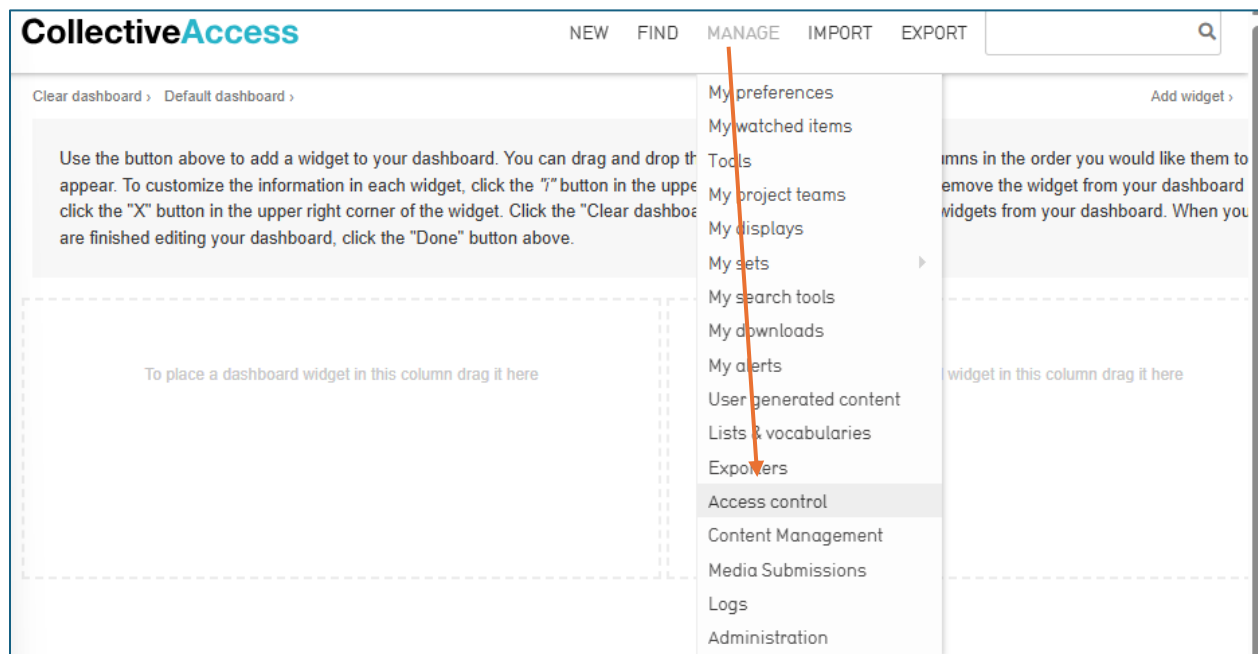
10. Click **Save**





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

Test	User, Test	anja.hamilton@gnb.ca	Yes	March 17 2022 at 16:07:12	
Elizabeth	Wiley, Elizabeth	elizabeth.wiley@gnb.ca	Yes	July 2 2025 at 13:08	



3. Make any required changes

User name	<input type="text" value="Elizabeth"/>
User class	<input type="text" value="full-access"/>
Password	<input type="text" value="Change password"/>
Confirm password	<input type="text" value="Confirm password"/>
First name	<input type="text" value="Elizabeth"/>
Last name	<input type="text" value="Wiley"/>
E-mail	<input type="text"/>

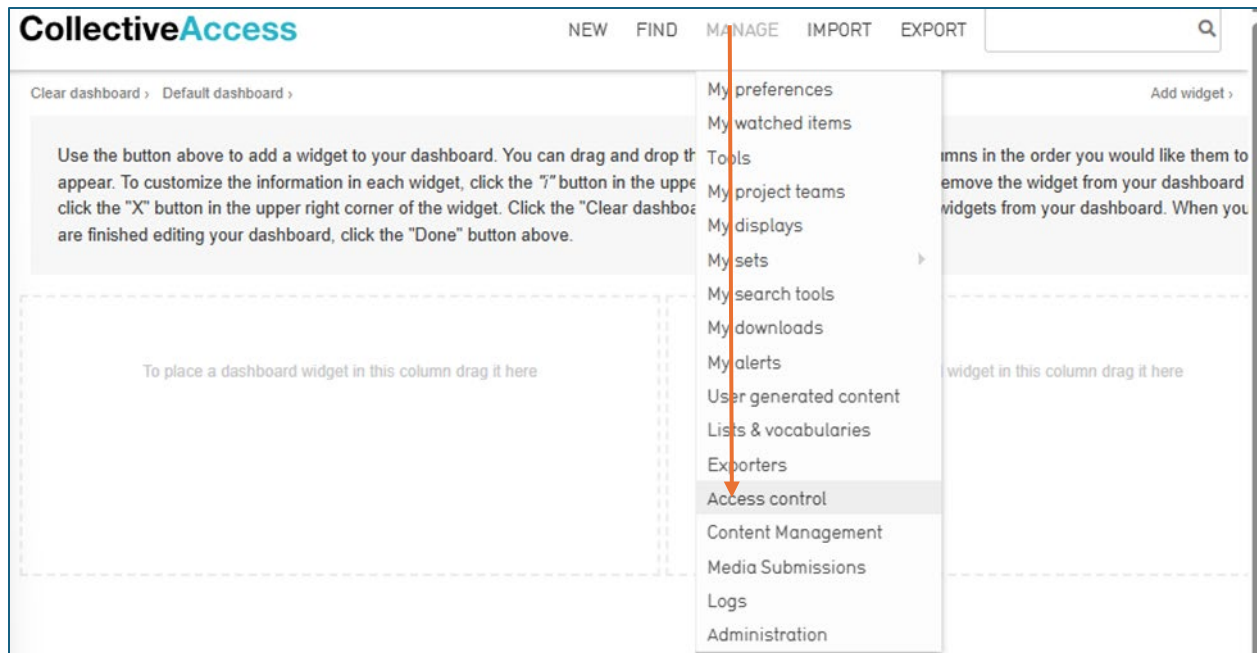
4. Click **Save**

<input checked="" type="radio"/>	Save	<input type="radio"/>	Cancel
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

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

Test	User, Test	anja.hamilton@gnb.ca	Yes	March 17 2022 at 16:07:12	
Elizabeth	Wiley, Elizabeth	elizabeth.wiley@gnb.ca	Yes	July 2 2025 at 13:08	



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

☒ Account is activated?

Roles

4. Click **Save**