[www.jlab.org](http://www.jlab.org)

Website Documentation

Adding new users to website

Management of users requires administrator login.

JLab login page is found at <https://www.jlab.org/user>



Once logged into the website with administrator credentials, access to user management can be found within the top admin toolbar under “People”.

<https://www.jlab.org/admin/people>



Side Notes:

* If toolbar is not ‘open’, click Manage in the admin toolbar.
	+ If toolbar is not present, please login as an administrator
* Screenshot has admin menu anchored to left of screen. Clicking icon at bottom-right of toolbar will toggle the location between horizontal and vertical
	+ Vertical allows access to submenus via accordion functionality
* When toolbar is vertical, page content may not format properly due to the spacing taken up by toolbar. Change to horizontal display if vertical causes issues.

The <https://www.jlab.org/admin/people> page is a listing of all users within the Drupal system.

Access the new user form by clicking “+ Add user” button



New user form <https://www.jlab.org/admin/people/create>

Fill in fields with respective information.

Notes:

* Status determines the access state; whether their access to the site is blocked or active.
* The checkbox for “Notify user of new account” will determine if an email is sent to the new user, notifying them of the new account.

