



**D** SPACE

## 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

- 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

- 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.

- 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

- 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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