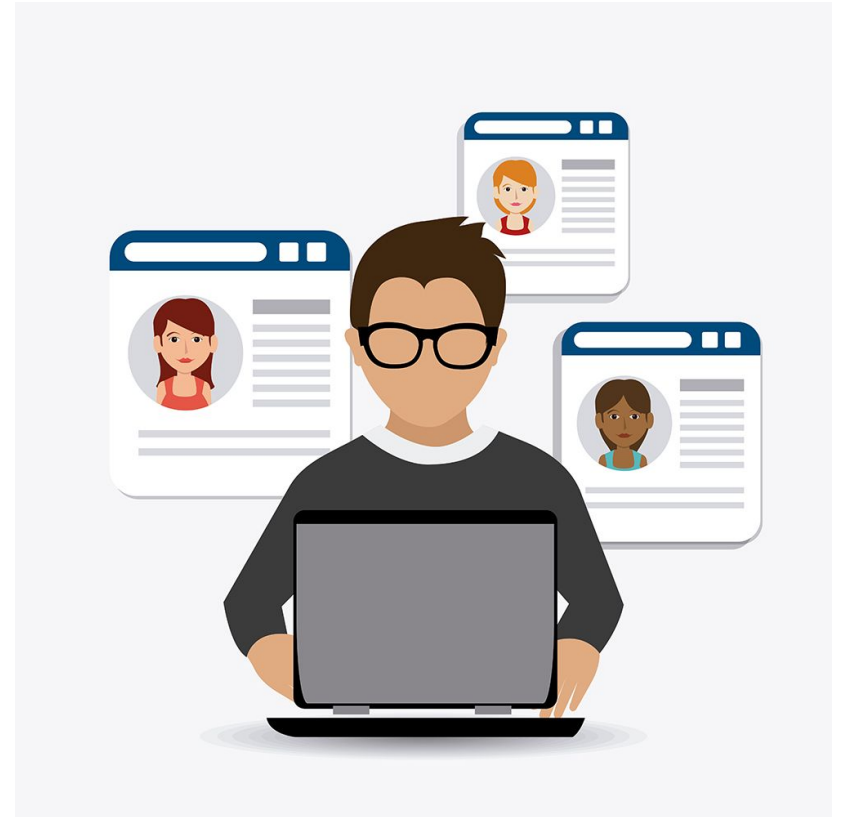# Managing Users on Your Create@UniSQ Site

Create@USQ User Guide
Last Updated: March 2023

University of
Southern
Queensland

Managing Users

Users who have a **UniSQ Staff or Student login** can be added to your site in various roles to allow for collaboration.

This allows you to:

- Add users if your blog is private and only visible to registered subscribers - for example if you need to allow your subject coordinator / lecturer to access for assessment.

- Allow for collaboration, with multiple users contributing content one one site. For example, this is a great way to manage a site being used for a group assignment.
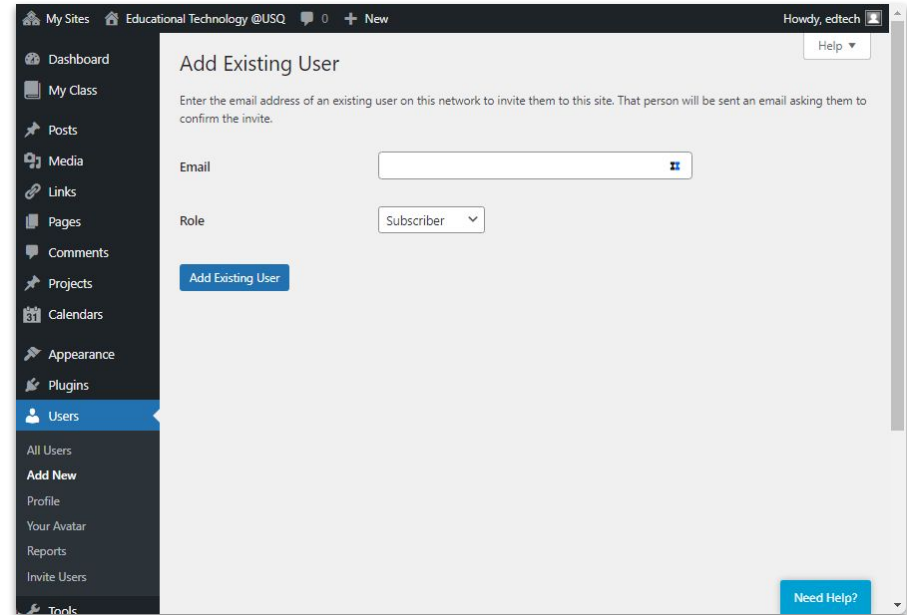
Adding a User

As an administrator of your Create@UniSQ site, you can add other registered users (eg. users who have already logged in with their UniSQ Student or Staff account).

To add a user:

1. Rollover the **Users button** in the Dashboard Menu and choose 'Add New'.

2. Complete the Add Existing User form and select the role you wish to assign to the user you are adding.

3. Click the blue Add Existing User Button

Please Note: You CANNOT add new users who have not already logged into the platform. If you're having trouble adding a user, check their email address and ask them if they have logged into Create@UniSQ at least once before.
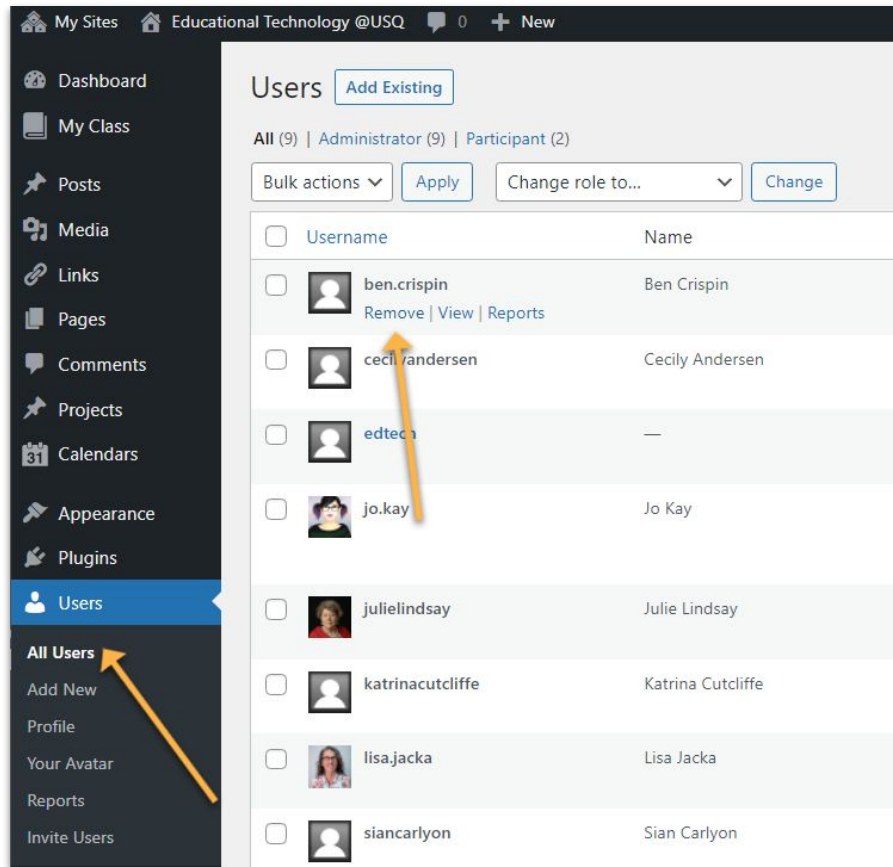
Removing a User

To **remove a user** from your Create@UniSQ site:

Go to **Users > All Users** in the **Dashboard Menu**.

In the All Users List, hover your mouse over their username and **click Remove**.

If you want to remove multiple users from your site, select each username you'd like to remove using the check boxes, select Remove from the Bulk Actions drop down menu and click Apply.

User Roles

User can have different roles on your site, which set the rights they'll have to perform certain tasks. The five roles you can assign users are:

- **Administrator:** can do everything including complete power over posts, pages, plugins, comments, choice of themes, assign user roles.

- **Editor:** able to publish posts/pages, manage posts/pages, upload files, moderate comments and manage other people's posts/pages.

- **Author:** can upload files plus write and publish their own posts/pages.

- **Contributor:** can write own posts but can't publish them; instead they are submitted for review by an administrator or editor.

- **Subscriber:** can read posts, pages and comments and can write comments.