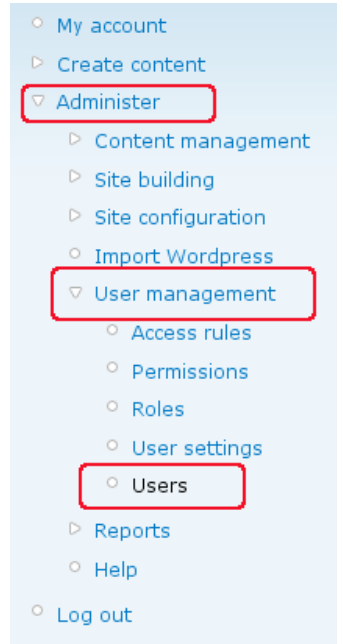


How to Manage Users

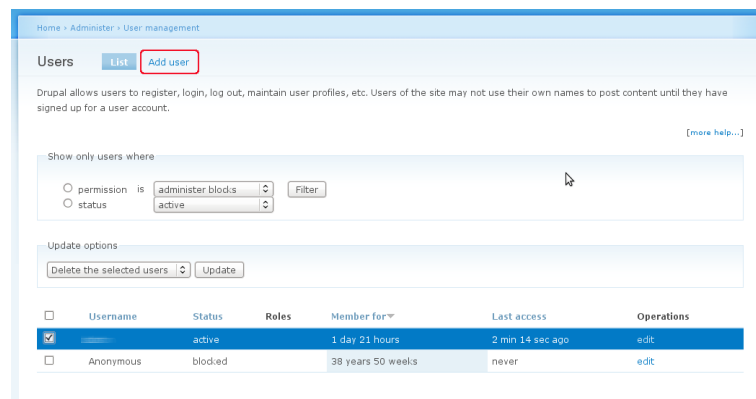
Adding a User



Log in to your website and click the menu item that says Administer. Then navigate to User Management » Users. The menu is usually located in the sidebar or header of your website. It will look something like the menu pictured to the right. It is okay if you do not see all of the options listed.



On the Users page, you will see several users listed. For now, click the Add User link at the top.



You should now see a page with a form like the one below. The add user form is self-explanatory: simply type a username, email address, and password. Make sure the account is active and check the box to notify a user that you have created their account. Press the Create new account button when you are done.

Username: *

Spaces are allowed; punctuation is not allowed except for periods, hyphens, and underscores.

E-mail address: *

A valid e-mail address. All e-mails from the system will be sent to this address. The e-mail address will be used to send a password or wish to receive certain news or notifications by e-mail.

Password: *

Confirm password: *

Provide a password for the new account in both fields.

Status:

- Blocked
- Active
- Notify user of new account

Create new account

Editing and Deleting Users



To edit or delete a user navigate to the Users page (Administration » User Management » Users). This will take you to a page much like the one pictured:

Home » Administer » User management

Users

List Add user

Drupal allows users to register, login, log out, maintain user profiles, etc. Users of the site may not use their own names to post content until they have signed up for a user account. [\[more help...\]](#)

Show only users where

permission is

status

Update options

<input type="checkbox"/>	Username	Status	Roles	Member for	Last access	Operations
<input checked="" type="checkbox"/>	admin	active		1 day 21 hours	2 min 14 sec ago	<input type="button" value="edit"/>
<input type="checkbox"/>	Anonymous	blocked		38 years 50 weeks	never	<input type="button" value="edit"/>



Adding and editing users is an intuitive process:

To delete a User:

1. Find the User you want to delete
2. Tick the check box next to it
3. Select the Delete option from the drop down box
4. Press the update button.

To edit a User:

1. Find the User you want to edit
2. Click the edit link on the right
3. Edit the content just as if you were creating it.