

Add Users

To find or add a SOCS user, click on Users on the left-hand side of the Central Services page.

Staff Tab

Find User:

- To find a staff member, enter either the name or e-mail address of the user. Access Level is an optional field and can be left blank.
- Click on Search to find the user.
- Click on Edit to change any information relating to the user.

To see a list of all Central Services users:

- Choose “Central Services Users” from the drop-down and click on “Search”. This displays a list of all users who have access to Central Services.

Users

Staff Public

Find User

Enter Name or Email Address:

Access Level:

Add User:

- To add a user, enter the person’s e-mail address in the Add User section of the screen and click “Add”.

Add User

Enter Email Address:

The e-mail address entered will display on the Add User screen.

- Assign a password – recommend combination of capital and lowercase letters and numbers.
- Fill in the pertinent personal information.
- Select the access privileges for the user being added.

Add User

Staff **Public**

Login Information

Email: newemail@fes.org

Email (again): newemail@fes.org

Password:

Password (again):

Personal Information

First Name:

Last Name:

Title:

Organization:

Address:

City:

State:

Postal Code:

Country:

Phone:

Group: Staff

User Access Privileges

Users Manager – Select this box to give access to adding new users.

Central Services – Select this box for all users. If this box is not selected, the user will not have access to the Central Services area and will not be able to add content.

Content Manager:

- Manager
 - Can change articles on the front page and set priorities for articles in all sections/sub-sections/sub-sub sections
 - Can add polls to the front page and all sections/sub-sections/sub-sub-sections
 - Can add/change/delete sections, sub-sections, sub-sub-sections
 - Assigns banner positions
 - Receives and manages all feedback
 - Adds biographical information for Managers and Editors (if template has that capability)
- Editor (you must select both editor and the editor type)
 - Chief Editor – Can publish to any SOCS section and can edit any article
 - Editor – Can publish to any SOCS section and can edit own or assigned Correspondent articles
 - Section Editor – Can publish and edit articles only in their assigned sections. (Choose the appropriate section(s) from the drop-down list)
 - News Update Access – Can create and send the e-mail News Update

- Correspondent
 - Can create information but cannot publish it to the website.
 - Correspondents must be assigned to an Editor(s).
- Text Editor Mode – Always leave Java marked unless the person will use html code to format information

Additional Access Privileges

- Slide Show – User can create slideshow presentations
- Calendar – User can add/modify/delete calendar information
- Banners – User can create and position banners
- Buttons – User can create and position buttons
- Private Sections – Manager can mark sections as private – View gives access to view information in private sections
- Survey – User can create and post surveys
- Traffic Report – User has access to the Traffic Report Information

User Access Privileges

Users

Manager

Central Services

Access **(Note:** Users must have access to Central Services in order to log in.)

Content Manager

Manager

Editor

Chief Editor — can edit any and all articles

Editor — can edit their own or assigned correspondent articles

Section Editor — restricted to these sections:

Counselor's Corner>>Elementary School
 Elementary School>>Principal's Notes
 High School
 High School>>Principal's Notes
 Middle School>>Principal's Notes

News Update Access

Correspondent

Assigned editors:

another, another (another@fes.org)
 Biando, Cindy (cindyb@fes.org)
 Copes, Larry (lcopes1@a5.com)
 Duncan, Shannon (shannond@fes.org)
 editor, editor (editor@fes.org)

Text Editor Mode: Java (Ephox)

HTML

Slideshow	<input type="checkbox"/> Manager
Calendar	<input type="checkbox"/> Manager
Banners	<input type="checkbox"/> Manager
Survey	<input type="checkbox"/> Manager
Traffic Report	<input type="checkbox"/> Manager

Click “Add User” to add user to the system.