Members

Overview

By default casual visitors are allowed to register themselves on your website to gain access to additional resources. For example, registered users might be allowed to submit resources or simulation tools. Your Joomla! website implements a user registration policy which can be adapted to suit your particular requirements so you decide what additional resources are made available. You can disable user registration altogether if you prefer.

Users register themselves on your website using the "Register" link typically found in the upper right-hand portion of every page (position may vary). Once registered, users will log in to your website by entering their username and password using the login form found at http://yourhub.org/login. There are also links on the form to manage users who forget their usernames or passwords.

See Configuring Registration to learn more about changing registration settings.

User Manager vs Members Component

User Manager

Joomla! comes with a User Manager accessed via the back-end from the "Site" drop-down of the main menu.

Members Component

HUBzero extends the standard Joomla! user profile with options for more demographic information (race, sex, etc.) and various other key pieces of information needed for such things as simulation tools. All this information can be accessed under "Members" in the "Components" list found in the main menu of the back-end administration.

When to use which

All user will have an entry in **both** the User Manager and the Members Component. Any information edited with one, such as changing a user's name via the User Manager, will also be automatically reflected in the other. Since the majority of fields in the User Manager are also represented in the Members Component plus considerably more fields, it is recommended that all user editing be done in the Members Component. The one exception concerns adjusting a user's access level (regular user vs. administrator, etc.). This is still done only with the User Manager.

Creating by Proxy

Proxy-creating users

To create an account for another user:

Note: This feature is available **only** to logged-in site administrators.

1. Log in on the hub's front-end interface.

2. Once logged in, navigate to **YOURHUB.org/register/proxycreate** (for hubs with older code, use: **YOURHUB.org/registration/proxycreate**). Most likely you will have to type this URL directly into your browser as it is generally not linked to anywhere in the hub content.

3. You will be presented with a form asking for information about the user you are creating (specifically, fields that were set to be visible under the Proxy column in the "HUB Configuration: Registration" settings). Fill in all required fields.

   Note: Usernames cannot be changed, but passwords may be changed anytime after account creation.

4. Click **Proxy Create Account**.

5. When the account is created successfully, you will be shown the basic text of an email which you **MUST** then copy and paste and send to that person. This email will provide them the username and initial password you have set for them and links they could use to confirm their email and change their password. You may add any other information about contributed resources or the reason for their account you deem appropriate.

Editing

Overview

Note: Editing of users is done through the HUBzero Members Manager component, **not** the standard Joomla! User manager. Any changes made via the Members Manager will also be reflected in the Joomla! User tables. Making changes with the Joomla! User Manager can lead to data becoming out of sync.

1. First login to the administrative back-end.
2. Once logged in, find "Components" in the main menu bar located toward the top of the page. You should be presented with a drop-down menu containing a list of all installed components.

3. Choose "Members" from the available options.

4. You should now be presented with a list of all the members on your site. There are a variety of methods to find the specific person you wish to edit: you can search by such fields as name, email, and ID number. You may also scroll to the bottom of the page and navigate your way through the entire list. Once found, click the person's name to edit their information.

5. You may then edit their name, organization, employment status, etc.

6. Once you feel ready to save your changes, scroll back to the top of the page and click "Save" (the icon that looks like a floppy disk) in the upper right portion of the page.

Adjusting Access Level

Joomla! offers various levels of access and privileges for users. All new accounts, by default, will be *Registered Users*, the access level with the least amount of privileges. Sometimes, you will need to grant a (trusted) user administrative access so they can manage content and portions of your hub. We strongly advise that administrative privileges be handed out rarely and with caution.

To adjust a user's access level:

1. First login to the administrative back-end.

2. Once logged in, go to the "User Manager." The User Manager can be found by selecting "Site" > "User Manager" from the drop-down menu on the back-end of your HUB installation.

3. Choose the user you wish to edit from the available list.

4. Once the page has loaded, find the "Group" option, found on the left-hand portion of the screen under the "User Details" grouping.

The available access levels are as follows:

- *Registered User:* Normal visitors who register at the site. Can view Menu Items that have Access Level of Registered. Cannot edit or submit articles.
- *Author:* Can submit new articles for approval in the front end only. A Publisher or higher must approve. Cannot edit existing articles.
- *Editor:* Can submit new articles or edit existing articles from the front end only. A Publisher or higher must approve.
- *Publisher:* Can submit, edit, or publish articles from the front end only.
- *Manager, Administrator and Super Administrator:* Can do all of the above plus can log into the back end with increasing rights.

5. Select the access level desired for the user and then click "Save" (the icon that looks like a floppy disk) in the upper right portion of the page. Changes take affect immediately.

Deleting

Overview

In order to delete a user from your database, log in to the administration panel and choose "Site" -> "User Manager" from the top menu. On the opening page, select the checkbox to the left of the user's name you would like to remove and press the "Delete" button in the upper-right corner.

Looking Up

Overview

There will be times you need to track down a user's information for whatever reason. This can be a time-consuming task when presented with paging through potentially thousands of accounts. Luckily, there are multiple ways you can search and narrow down results quickly.

User Manager

Since information such as user ID, name, username, and email is kept consistent between the User Manager and Members Component, you can use either one to search for a specific account.

To search via the User Manager:

1. First login to the administrative back-end.

2. Once logged in, go to the "User Manager." The User Manager can be found by selecting "Site" > "User Manager" from the drop-down menu on the back-end of your HUB installation.

3. You will be presented with a list of all users registered on your site.

4. Above the list of users are a few options for filtering results.

   On the left side is a search box. You can search for users by name, username, or email address.

   On the right side are a few select boxes that allow you to filter the users based on their access level (editor, administrator, etc.)—here, it's called "Group"—or log status (logged in/out).

5. Choose your method for filtering and the list of users will be narrowed down to match those criteria. Once found, click the person's name to view/edit their information.

Note: If you need to find an account to access more information than name, username, and email, it is recommended to search via the Members component.

Members Component

From the Administrative Back-end

Since information such as user ID, name, username, and email is kept consistent between the User Manager and Members Component, you can use either one to search for a specific account. The Members Component, however, will allow access to more details about a user's account. The extended demographic information provided by the Members Component, for example, cannot be accessed via the User Manager.

To search via the Members Component:

1. First login to the administrative back-end.
2. Once logged in, find "Components" in the main menu bar located toward the top of the page. You should be presented with a drop-down menu containing a list of all installed components.

3. Choose "Members" from the available options.

4. You should now be presented with a list of all the members on your site. There are a variety of methods to find the specific person you wish to edit: you can search by such fields as name, email, and ID number.

5. On the left side, above the list of members, is a search field for filtering the list. You can search by such fields as name, email, and ID number.

6. Choose your method for filtering and the list of users will be narrowed down to match those criteria. Once found, click the person's name to view/edit their information.

From the front-end

The Members Component offers a "whois" feature on the front-end that allows for more complicated queries than the back-end.

Note: This feature is available **only** to logged-in site administrators.

1. First login to the front-end.
2. Once logged in, navigate to "/members/whois". Most likely you will have to type this URL directly into your browser as it is generally not linked to anywhere in hub content.

3. You will be presented with a rather simple form containing one input box. This is where you'll build your query.

4. Fields that can be searched:

   name
         User Name
   email
         User Email address
   username
         User login/username

uidNumber
>   User ID (numerical)

emailConfirmed
>   Status of the email confirmation process

proxyUidNumber
>   User ID (numerical) of accounts created by proxy

proxyConfirmed
>   Status of the email confirmation process for accounts created by proxy

Operators available:

*
>   Wildcard

?
>   Wildcard

&lt=
>   Less than

&gt=
>   Greater than

=
>   Equals

!=
>   Does not equal

The following example query would search for all users with a "@hubzero.org" email address:

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email=*@hubzero.org
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5. Submission of the form will return a list of users matching the criteria of the query. Once found, click the person's name to view/edit their information.

Points

Default Settings

Private/Public Profiles

By default, new profiles are set to "private". This means that only super administrators and the member him/herself may see and access that profile's information. Private profiles do not display in search results.

Public Profiles by Default

Member profiles may be set to public by default via the administrative Members component. To do so, log in to the administrative back-end and find "Members" in the "Components" list of the main menu. Once the Members manager page has loaded, locate the "Parameters" button in the toolbar (top right, opposite of the "Members" heading). Click this. You should be presented with a series of settings. Find "Default Privacy" and set to "Public". All new accounts will now default to public profiles.

Note: any accounts created before changing this setting will retain whatever configuration they had. For instance, private profiles will remain private unless manually changed by the user.

MyHUB Layout

To change the default MyHUB layout, first...

1. Log on to the *Joomla!* back-end interface for your hub (https://yourhub.org/administrator)
2. Navigate to "Components -> My HUB" on the main menu bar at the top of the screen
3. Click the "Customize" button located in the top-right corner of the screen

4. Add/remove/move the modules to create the default My HUB layout for new users

5. Finally, select "Save"

Note: any accounts created before changing this setting will retain whatever configuration they had.