

# Users

## 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

**Note:** This feature has moved from <https://yourhub.org/register/proxycreate> to the administrator backend.

To create an account for another user:

1. In the backend, go to the Members component under the Users menu.
2. Click on the "+" button to add a new member.
3. Fill in the information about the new user.
4. Click "Save & Close" and if successful, you will be taken to the user's member backend information page.
5. At this point, if the hub's setting (found in a plug-in called "User - Joomla!" under Extensions>> Plug-in Manager) is set to send email out to newly-created users, the user will be sent an email about the account and credentials (example below). If email notification is off, the system will not send an email to the proxy-created user, and it will be up to you to let them know about their credentials.

From: Your Hub <support@yourhub.org>  
Date: Thu, Nov 13, 2014 at 5:01 PM  
Subject: New User Details

Hello [NAME HERE],

You have been added as a User to [YOUR HUB] by an Administrator.

This email contains your username and password to log in to <https://yourhub.org/>

Username: [USERNAME HERE]  
Password: [PASSWORD HERE]

Please do not respond to this message as it is automatically generated and is for information purposes only.

# Editing

## Overview

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.





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.

## Dashboard Layout

To change the default Dashboard layout, first...

1. Log on to the *Joomla!* back-end interface for your hub (<https://yourhub.org/administrator>)
2. Navigate to "Users -> Members" on the main menu bar at the top of the screen
3. Click "Plugins" in the sub-menu.
4. Find the Dashboard plugin and click the "manage" link.

4. Add/remove/move the modules to create the default Dashboard layout for new users. Changes are automatically saved.

5. Finally, select "Save"

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

# Members

## Publishing a Member Plugin

1. Log in to the backend of the Hub and access the “Users” tab and then click “Members.”
2. On the “Members” main page, navigate to the “Plugins” tab.
3. Select the box beside the plugin that is to be published. This would turn on the plugin allowing users to access it from their profile page.
4. Click “Publish” and the plugin will be turned on.

## Unpublishing a Member Plugin

1. Log in to the backend of the Hub and access the “Users” tab and then click “Members.”
2. On the “Members” main page, navigate to the “Plugins” tab.
3. Select the box beside the plugin that is to be unpublished from the Hub. This would turn off the plugin taking it off their profile page.
4. Click “Unpublished” and the plugin will be turned off.

# Password Rules

## Creating a Password Rule

1. Log in to the backend of the Hub and access the “Users” tab and navigate to “Members”.
2. Locate the “Password Rules” tab in “Members.”
3. Click “New” to create a new password rule.
4. Choose the rule that you are going to add more regulations to.
5. Insert the descriptions that define the rule.
6. Insert the failure message if the user fails to meet the correct regulations.
7. Input the value?
8. Input the group?
9. Input the class?
10. Click “Save & Close” to save the

## Deleting a Password Rule

1. Log in to the backend of the Hub and access the “Users” tab and navigate to “Members”.
2. Locate the “Password Rules” tab in “Members.”
3. Check the rule’s box and then click “Delete” to delete the rule.
4. The rule will automatically be removed from the Hub.

## Editing a Password Rule

1. Log in to the backend of the Hub and access the “Users” tab and navigate to “Members”
2. Locate the “Password Rules” tab in “Members.”
3. Check the rule’s box and then click “Edit” to begin editing the rule.
4. Click “Save & Close” to save the newly edited material.

# Plugins

## Publishing a Member Plugin

1. Log in to the backend of the Hub and access the “Users” tab and then click “Members.”
2. On the “Members” main page, navigate to the “Plugins” tab.
3. Select the box beside the plugin that is to be published. This would turn on the plugin allowing users to access it from their profile page.
4. Click “Publish” and the plugin will be turned on.

## Unpublishing a Member Plugin

1. Log in to the backend of the Hub and access the “Users” tab and then click “Members.”
2. On the “Members” main page, navigate to the “Plugins” tab.
3. Select the box beside the plugin that is to be unpublished from the Hub. This would turn off the plugin taking it off their profile page.
4. Click “Unpublished” and the plugin will be turned off.

# Registration

## Registration Fields

1. First log in to the administrative backend.
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 your installed components.
3. Choose "Registration" from the available options.
4. You should now be presented with a table of available user fields and their status for a particular action. This controls what fields the user will see, must fill in (required) or can fill in (optional) depending upon which action or state they are currently in. That is, you can make the username field required for the registration page ("create" column) but may not wish for your users to be able to edit this after creation ("read only" for the "update" and "edit" columns).
5. **Create column** What the user sees on the registration page
6. **Proxy column** What columns an administrator sees or must fill in when creating an account by proxy (i.e., for someone else)
7. **Update column** What fields the user will see and/or must fill in if something has changed with what information is required at registration. An example of this would be if the "citizenship" field was, at one point, optional for registration but is now required. Setting this field to "Required" for the "Update" column will now require logged-in users to fill this information out.
8. **Edit column** What fields the user will see and can edit for their user profile
9. **Field Option Definitions:** Required = Must fill in Optional = Can fill in Hide = Not visible  
Read only = Can view but cannot change
10. Once you feel ready to save your changes, scroll back to the top of the page and click "Save" in the upper right portion of the page. Changes take affect immediately.

## Customizing Confirmation Email

All component layouts can be customized through overrides. Except for files that are provided in the "Joomla!" distribution itself, this method for customization eliminate the need for designers and developers to "hack" core files that could change when the site is updated to a new version. Because they are contained within the template, they can be deployed to the Web site without having to worry about changes being accidentally