

Hub Admin Promote

(SuperAdministratorAccess not found)

Video: [20090316-promote_another_user_to_also_be_an_administrator.mp4](#) (17 MB, uploaded by 7 years 1 month ago)


These steps show how to promote another user to also be an administrator on yourHUB.

- Open browser
- Goto <http://yourhub.hubzero.org/administrator>

Joomla! Administration Login

Use a valid username and password to gain access to the Administrator Back-end.


[Return to site Home Page](#)



Username

Password

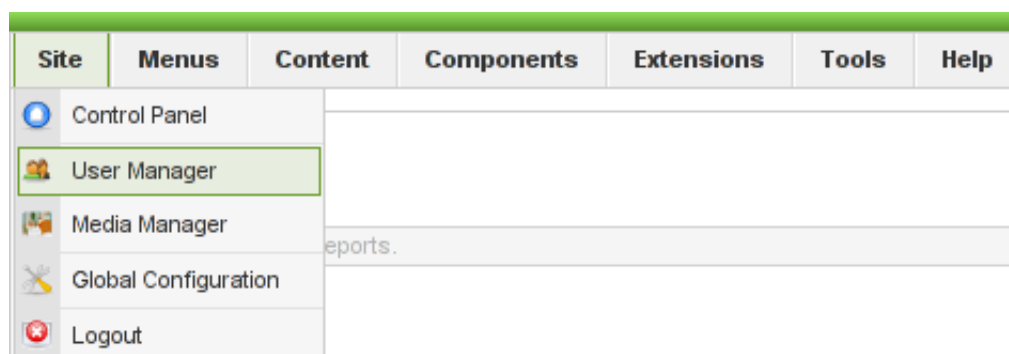
Language

Login 

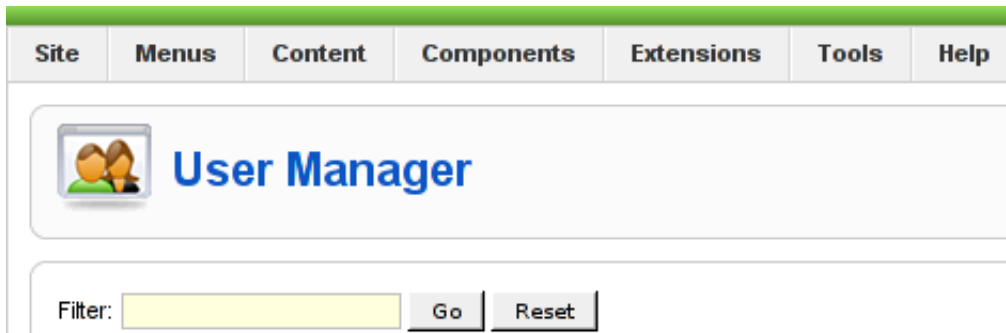
- Type username,password (of a super administrator)

[User Manager](#)

- Select “User Manager” from the ‘Site’ drop down menu



- Type the username you wish to promote into the 'Filter' text input box.

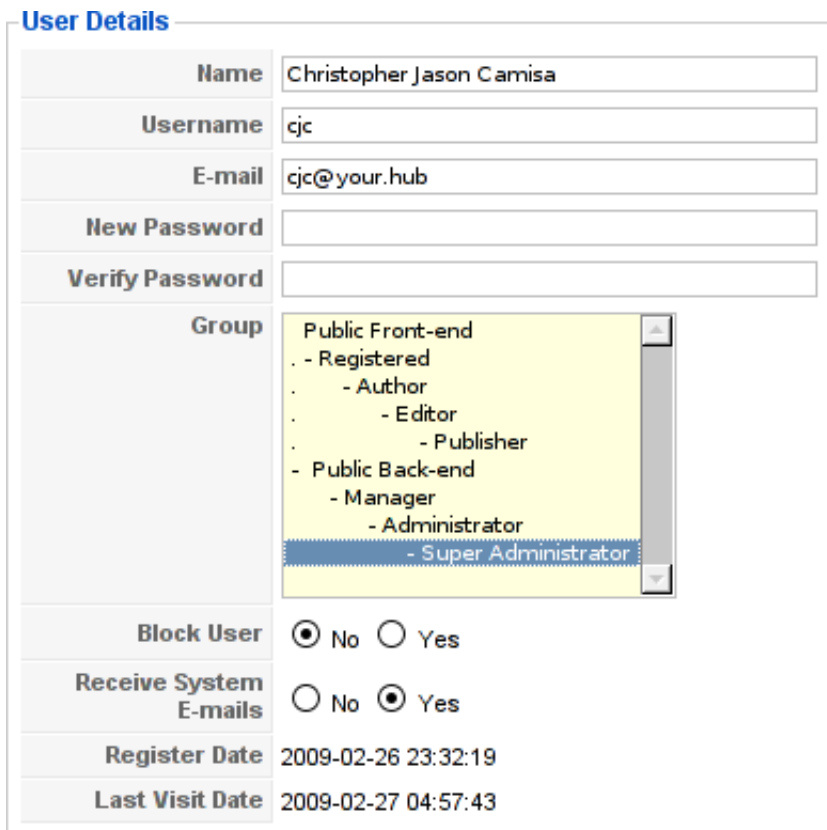


The screenshot shows the Joomla! administration interface. At the top, there is a navigation menu with tabs for Site, Menus, Content, Components, Extensions, Tools, and Help. Below this is the 'User Manager' section, which includes a filter input box and 'Go' and 'Reset' buttons.

- Click on the username you wish to promote

(UserDetails not found)

- In the "User Details" area, choose "Super Administrator" from the 'Group' drop-down menu.



The screenshot shows the 'User Details' form for user Christopher Jason Camisa. The form includes fields for Name, Username, E-mail, New Password, and Verify Password. The 'Group' dropdown menu is open, showing options like Public Front-end, Registered, Author, Editor, Publisher, Public Back-end, Manager, Administrator, and Super Administrator. The 'Block User' and 'Receive System E-mails' options are also visible.

Name	Christopher Jason Camisa
Username	cjc
E-mail	cjc@your.hub
New Password	
Verify Password	
Group	Public Front-end - Registered - Author - Editor - Publisher - Public Back-end - Manager - Administrator - Super Administrator
Block User	<input checked="" type="radio"/> No <input type="radio"/> Yes
Receive System E-mails	<input type="radio"/> No <input checked="" type="radio"/> Yes
Register Date	2009-02-26 23:32:19
Last Visit Date	2009-02-27 04:57:43

- Click Apply
- Read "Successfully saved changes to User: Full Name"



Successfully saved changes to User: Christopher Jason Camisa

- Click Close
- Read "Super Administrator" as the Group for the promoted username
- Click Logout
- Login as promoted user