Adding Personnel User Accounts

**Complexity Level: Intermediate**
The is an intermediate topic. You will need to possess some basic understanding and have some experience with Drupal content editing.

**Permission Level**
Level 3 or Higher - See permission level document for details

**Purpose of this document**
This document shows unit or site administrators how to create personnel accounts for their web user(s).

**Step-by-Step Guide**

- **Step 1: Go to People**
  Click the **People** button at the top of the screen.

- **Step 2: Add CAS User**
  Click the "+Add CAS user(s)" button on the next screen. This will allow you to add one user or multiple user accounts.

- **Step 3: Fill in the Fields**
  You will come to the screen below:
  - In the "CAS username(s)" text area, enter the MyID(s) for the new user account(s), one per line with no return pressed after the last entry.
  - The myID is NOT the email address. It is likely a 6-7 digit (numbers and letter) word. You can look this up in UGA email.
  - Under "Email address", put uga.edu.
  - Click the checkbox for the "personnel" role to grant "personnel" access.

Login
To manage any part of your web site, you will have to be logged into the Drupal CMS.
If you need help logging in, please review this login help document.

Contact the Franklin OIT Help Desk
- **Submit a ticket**
- Help Desk
  http://helpdesk.franklin.uga.edu
- Email
  helpdesk@franklin.uga.edu
- Call
  706-542-9900

*Hours of Operation*
Monday - Friday
8:00 a.m. - 5:00 p.m.

Website Information
- **Homepage**
  http://oit.franklin.uga.edu
- **Directory**
  http://oit.franklin.uga.edu/
- **Service Offerings**
  https://kb.franklin.uga.edu/x/xgKlAg

Permission Level
Level 3 or Higher - See permission level document for details

Purpose of this document
This document shows unit or site administrators how to create personnel accounts for their web user(s).
Click the "Create new accounts" button to generate the accounts.

Step 4: Adding Full Name to User Account

This has to be done in second step because its a custom field we added and it isn't available on the Add user screen.

First Click on "People"

You will see the new accounts you created will be at the top of the list. Click on "Edit" for the new user account. Repeat the steps below for each new user account until you have completed them all.

After you click on "Edit", you will come to this page:
Scroll down to the bottom of the page and enter the user’s full name and click "Save".

Follow Steps 4 and 5 until you have added the full name for each of the new user accounts.

Adding Personnel Pages:

Once you have added the new user account(s), you can follow these instructions on creating new personnel pages for each new user.