Users

Users & Roles

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1. Manage Current Users

The only box available on this page is a list of **Current Users** registered with your journal. If you are looking for a specific user, select the "Search" function in the right-hand corner of the box to search by username or first and last name.

If you wish to edit a user's information, send an email to a specific user, or disable/remove a user entirely, select the small blue arrow to the left of the correct username in the list. This will grant you the four options listed below. Disabling a user will make that user temporarily unable to login to the OJS site or manage any of the journal's tasks, but the user information remains in the system and can be restored at any time by selecting "Enable" under the same drop-down menu. The "Remove" function will remove a user and their information entirely from the system. In order to add a new user, select the "Add User" button in the from the top right corner of the box and follow the instructions of the next step.

Current Users				Q Search Add User
First Name	Last Name	Username	Email	
▼ ojsadmin	iuswadmin	ojsadmin	iusw@indiana.edu	
Email Edit User Disable Remove				
				1 - 1 of 1 items

2. Add New Users

After selecting **"Add User"** from the top right corner of the **"Current Users"** box, you will be directed to the **"Add User"** pop-up window. There are two steps involved in the process of adding a new user, and the first step involves providing information about the user for the system. Required information includes first name and last name, a system username and password, and lastly a contact email. For the system password, you can either directly create a password for the user's long-term use or generate a random password that will be emailed directly to the user. You can also enable a mandatory password change after the new user's first login, ensuring complete security for the new user's account. Any other information is not mandatory, and you can also choose to enable a notification email for the new user once registration is complete.

Add User   ✕

Step #1: Fill in User Details

Name

First Name *****	*Middle Name*	*Last Name* *****

The username must contain only lowercase letters, numbers, and hyphens/underscores.

[   ] [Suggest]

Username *****

Contact

[   ]

Email *****

Password

[   ]   [   ]

Password *****   *Repeat password* *****

Generate Password

☐ Generate random password for this user.

Change Password

☑ User must change password on next log in.

Country

[▼]

Country

Notify User

☐ Send user a welcome email.

While the information under the "More User Details" tab of the first page of the **"Add User"** pop-up window is not mandatory, it can be helpful to fill out whatever you can. Recording a new user's reviewing interests and affiliation can be useful for considering review assignments as well as potential competing interest policy questions, and further contact information is always useful.

✖ Less User Details

Gender ▼

Salutation

Suffix

Initials

URL

Phone

ORCID iD

Reviewing interests

Affiliation

[toolbar: copy, paste, **B**, *I*, U, link, unlink, <>, expand, Upload, ±]

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Bio Statement (e.g., department and rank)

3. Assign Users Roles

The second step of the **"Add User"** process involves selecting roles for the new user. This process is relatively straightforward, as you simply check the desired roles from the menu. You can add as many or as few roles as you like to a single user, and roles can always be added to users later through use of the **"Edit User"** tab in the **"Current Users"** list.

Add User

Step #2: Add User Roles to Jon Jones

	User Roles
☐	Journal editor
☐	Production editor
☐	Journal manager
☐	Section editor
☐	Guest editor
☐	Copyeditor
☐	Designer
☐	Funding coordinator
☐	Indexer
☐	Layout Editor
☐	Marketing and sales coordinator
☐	Proofreader
☐	Author
☐	Translator
☐	Reviewer
☐	Reader
☐	Subscription Manager

Save   Cancel

If you do find the task of keeping track and assigning multiple of the default roles to specific users, it would be helpful to add your own custom roles to the dropdown menu of this page. For more information on creating roles unique to your journal, check out the Roles page.

Questions? Contact us at iusw@indiana.edu.