

User Management in WebAlign

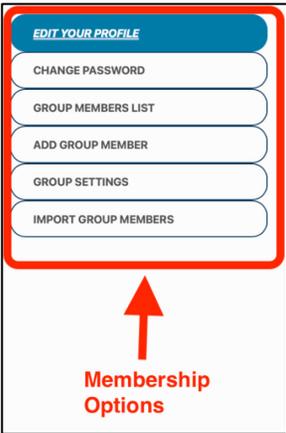
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WebAlign makes it easy for group owners to manage users in their group.



After logging in with your user credentials, all group owner options are available from the main navigation menu at the top of the WebAlign page by selecting “Account” and then “Your Membership”. On the “Your Membership” page, you will be presented with a set of membership options.



Let’s dive into each of these options in more detail.

Edit Your Profile (Edits Your Personal Profile)

The first option in the list is “Edit Your Profile”. This is for editing your *personal* profile. This lets you change your name, displayed name, email address, and password. Changes made to your personal profile will not have any effect on your group settings.

Change Password (Changes Your Personal Password)

The second option is “Change Password”, where you can change your personal user account password. Changing your person user account password will not have any effect on your group settings.

Group Member List (Manages Existing Group Members)

The third option is “Group Member List”. This is for viewing current group members, promoting a user to be a Group Administrator or remove the Group Administrator privilege from a user. You can also remove a member from your group on this screen. Below is a screenshot of the *Group Members List* for a hypothetical group called “Garcia.”

Garcia

You are currently using 5 out of 10 seats available in your group.

Group Members

[Total \(5\)](#) [Owner \(1\)](#) [Admin \(1\)](#) [Member \(3\)](#)

Username or email [SEARCH MEMBERS](#)

Name	Role	Actions
Jerry Garcia	Owner	
Ben Garcia	Member	Remove from Group Set as Admin
Jim	Member	Remove from Group Set as Admin
Jack Garcia	Member	Remove from Group Set as Admin
John Garcia	Admin	Remove from Group Set as Member

As there is lot on this screen, let’s explain what’s going on.

- At the top of the screen is the name of the group (“Garcia”) and the number of seats occupied and the total number of seats. Here, it says, “you are currently using 5 out of 10 seats available in your group.” You can change the name of your group by going to [“Group Settings”](#).

- Below the Group Name is the Group Members section. This links found here allow you to filter the displayed group members by owner, administrators, and members. Plus, use the search field you can search for group members (including admins and owners) by their username or email address. In group members list, you'll see their currently assigned role and a link to change their role (either member→admin or admin→member).

An “admin” is a person who can add or remove group members. This is a handy function to have if you manage a very large group on WebAlign or if you have a team with a highly flexible composition. For instance, if you have an unlimited account at a large university and you have a team that manages a newsletter using students, it makes sense to set the newsletter team up with a separate admin who can add or remove team members as needed.

Also, note that removing a member from your team will completely remove their access to WebAlign. While they may still be able to log in to WebAlign, they will not be able to access any content within the platform.

Add Group Member (Adds Individual Group Members)

Selecting the “Add Group Member” option displays a screen for adding *individual* group members. Again, this screen is for adding group members one at a time.

Add Group Members

Member First Name
First Name

Member Last Name
Last Name

Member Email
Email

Member Username (optional)
Username If left blank, the member's email address will be used.

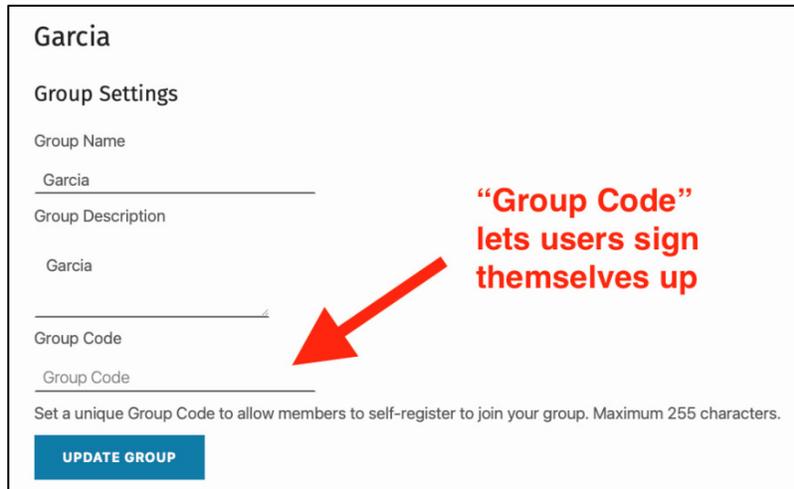
ADD MEMBER

The screenshot above shows the settings for adding a new group member. Here, you'll need to give the first name, last name, and email address of the member you want to add.

Note: When you add a group member, they will get an email with a link that they must follow. If they don't follow that link, they will not be able to access WebAlign. Please advise your users to check their junk mail folders if they don't receive this email within an hour of being added.

Group Settings (Global Settings for Your Group)

The “Group Settings” page lets you change the name and description of your group. This is shown in the screenshot below.



Garcia

Group Settings

Group Name
Garcia

Group Description
Garcia

Group Code
Group Code

Set a unique Group Code to allow members to self-register to join your group. Maximum 255 characters.

UPDATE GROUP

**“Group Code”
lets users sign
themselves up**

One powerful feature highlighted in the screenshot above in the “Group Settings” page is that it lets you set a “Group Code.” As explained at the bottom of the page (not shown in the screenshot) is that it gives your members an easy way to sign themselves up as members of your group. For instance, if the owner of this group (named “Garcia”) added the word “garcia” as a Group Code, then he could just ask his team members to go to:

http://members.convergeaccessibility.com/group-member-registration/?group_code=garcia

and sign themselves up. This is awesome feature if you have dozens or hundreds of users. But, once your users have signed up, you will want to remove this Group Code to avoid unauthorized users signing up and accessing your group in WebAlign.

Import Group Members (Bulk Import Members from a Spreadsheet)

The last option is “Import Group Members” which allows you to upload a comma-separated values (CSV) file of members. You will need to provide a CSV file that contains the first name, last name, and email address for each user to be added. This method easily allows adding a larger number of users to the group and helps maintain control over how those users are configured as opposed to using a Group Code.