

Managing Users

Overview

Users and User groups can be used to control access to your website.

Users and User groups are special types of Content. This means you create and edit them in the same way as you manage all other Content in your system.

However, you cannot access Users and User groups from the normal Content tree. Instead, you have to use the Admin Panel.

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User groups

User groups are containers for User account Content items.

A User group's Fields contain only the group's name and description. User accounts can be assigned to it by creating a new User Content item as a child of the User group.

Creating a User group

To create a new User group:

1. In the Navigation hub click **Admin panel** and select **Users**.

You can see the list of current User groups in the Sub-items table.

2. Click the **Create** option in the Action bar and select User group.
3. Enter the name and description for the group and click **Publish**.

Tip

When you are inside Admin Panel's Users tab, you can navigate User groups and Users the same way as you do with other Content. The Content tree then shows, instead of the regular Content of the website, only User group and User Content items.

Users

User accounts, like User groups, are simply Content items of a specific Content Type.

Deleting Users

Be careful not to delete an existing User account. If you do this, content

created by this User will be broken and the application can malfunction.

Creating a User account

To create a new User account:

1. In the Navigation hub click **Admin panel** and select **Users**.
2. Navigate to the group in which you want to create the new User.
3. Click the **Create** option in the Action bar and select User.
4. Fill in the User information and click **Publish**.

In a User account Content item you have the following fields to fill:

- First name
- Last name
- Login
- Email
- Password
- Confirm password
- Signature (optional)
- Image (optional)

Users and permissions

Users and User groups are essential elements of the permissions system. You can use them to assign Roles which define permissions for any aspect of the website.

It is possible to give permissions directly to individual Users. However, for efficiency and performance reasons it is good practice to assign Roles only to User groups. This is why, when planning the division of Users into groups, you should think in advance what permissions you will need to grant them.

See [Managing permissions](#) to learn more about access control in eZ.