

User Accounts user guide

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Introduction

The User Accounts add-on gives you the ability to restrict access to selected pages to registered members only. To prevent access to a page, the page must be added to the list of protected pages. See the '[Setting protected pages](#)' section for details on how to protect pages.

If a visitor attempts to access a protected page without logging in, they will be directed to the login page.

Users must be a registered member or logged in as a site administrator in order to gain access to protected pages. There are two methods of becoming registered:

1. The individual registers an account
2. A site administrator registers on behalf of an individual

Individual registers an account

The individual navigates to the registration form and enters their details.

If selected in the [settings](#), an email is sent to the site administrator in order to approve or reject the registration. This feature can be turned on and off in the settings, and the administrator email address can also be modified. Please see the '[Settings](#)' section for more details.

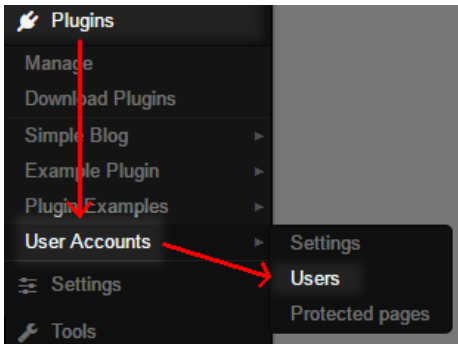
See '[Verifying user registrations](#)' for instructions on how to approve and decline user registrations.

Site administrator registers on behalf of an individual

From the 'User management' page, a site administrator can register on behalf of an individual. An email is sent to the individual asking them to set a password and confirm their account.

Refer to '[Registering on behalf of an individual](#)' for instructions on how to register a member account.



Verifying user registrations



1. On the menu, click *Plugins* > *User Accounts* > *Users*.
You will be navigated to the *User management* page.

User management

The table below provides a summary of registered users.

Name	Email	Status
John Smith	johnsmith@email.com	Pending  

2. Review users with a status of *Pending*.

Approve registration


Click the thumbs up  icon to approve a registration.

Decline registration

Click the thumbs down icon  to decline a registration.

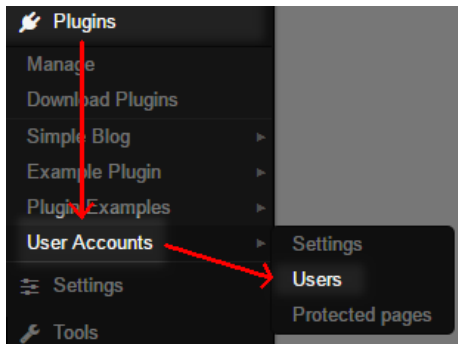
User management

The table below provides a summary of registered users.

Name	Email	Status
John Smith	johnsmith@email.com	Verified 

3. The status of the account will change and an email will be sent to the user informing them that their account was either approved or declined.

Register on behalf of an individual



1. On the menu, click *Plugins* > *User Accounts* > *Users*.

You will be navigated to the *User management* page.

Register new user

To create an account on behalf of a member, enter their details below and click 'Create account'.

Name

Email address

2. Under the heading *Register new user*, enter the name and email address of the member you are registering.

Click *Create account* when ready.

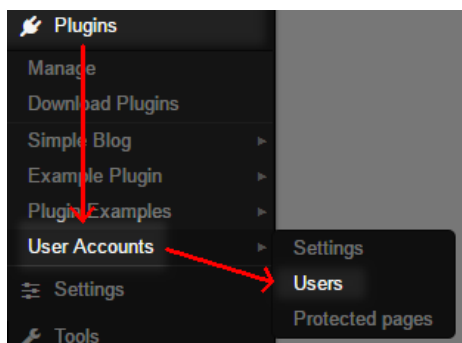
User accounts

The table below provides a summary of registered users.

Name	Email	Status	
Bob	test@email.com	Pending	<input type="button" value=""/>

3. An email will be sent to the member asking them to confirm their account and set a password. Until they confirm their account, the account status will be *Pending*.

Delete a user account





1. On the menu, click *Plugins* > *User Accounts* > *Users*.

You will be navigated to the *User management* page.

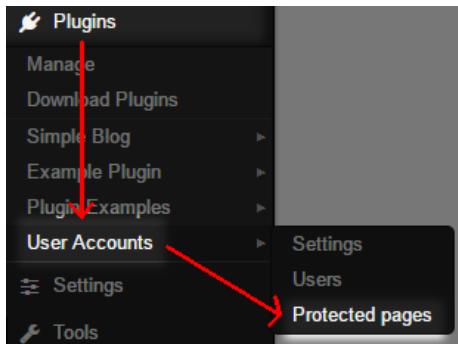
User management

The table below provides a summary of registered users.

Name	Email	Status	
John Smith	johnsmith@email.com	Verified	

2. Click the  icon next to the user you wish to delete. Their account will be removed and they will no longer be able to access protected pages.

Setting protected pages



1. On the menu, click *Plugins* > *User Accounts* > *Protected pages*.

You will be navigated to the *Protected pages* page.

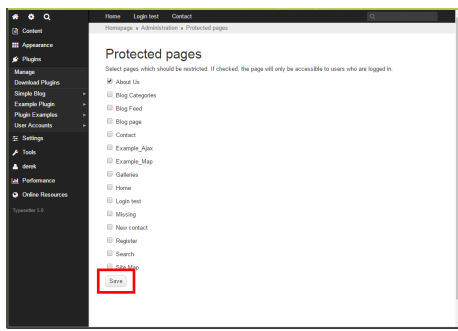
Protected pages

Select pages which should be restricted. If checked, the page

- About Us
- Blog Categories

2. Mark the pages you wish to protect by selecting the checkbox. To remove protection, uncheck the checkbox.

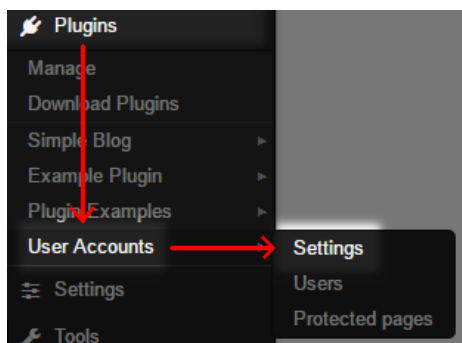
In this example, the 'About Us' page will be protected, and the 'Blog Categories' page will not.



3. Click the *Save* button at the bottom of the page.

Your changes will be saved and page permissions will be effective immediately.

Modify settings



1. On the menu, click *Plugins* > *User Accounts* > *Settings*.

Option	Value
Admin email	<input type="text" value="youremail@domain.com"/>
Login page	<input type="text" value="/login"/>
Activation page	<input type="text" value="http://mysite.com/activate"/>
Contact page	<input type="text" value="/contact"/>
Require admin verification?	<input checked="" type="checkbox"/>
<input type="button" value="Save"/>	

2. Modify the settings as required, then click *Save*.

- *Admin email* is the email address which will receive a notification when a user registration is submitted.
- *Login page* is the page where the login form is displayed. Visitors will be redirected to this page if they try accessing a protected page when they are not logged in.
- *Activation page* is the page where preregistered members confirm their account and set their password.
- *Contact page* is the page visitors use to contact you.
- Select the *Require admin verification* option if new member registrations should be reviewed by a site administrator before gaining access to protected pages.