

Set up new users on www.library.cornell.edu

Most of our sites automatically create accounts when someone logs in via CUWebAuth or simpleSAML. www.library.cornell.edu is different. The user will end up here:

<https://www.library.cornell.edu/no-account>

Step-by-step guide

1. Log in to www.library.cornell.edu with your site administrator privileges. (only administrators can do this)
2. Go to the user list and add a user <https://www.library.cornell.edu/admin/people>
 - a. Username -> netID of the user
 - b. E-mail address -> the user's Cornell email
 - c. Password -> something awful - they won't be needing it
 - d. Status -> Active
 - e. Roles -> contributor
 - f. Notify user of new account unchecked
3. Allow the user to log in via CUWebAuth
 - a. go to <https://www.library.cornell.edu/user-authentication-source>
 - b. find the user you just added - check their checkbox
 - c. choose the operation: Let user authenticate with CUWebAuth
 - d. hit the Execute button
4. Email the user and ask them to test logging in



The www.library.cornell.edu site is set up to require CUWebAuth users to be part of the 'library' permit. If your user does not work for the library they might not have this permit and thus be unable to log in.

Related articles

- [Set up new users on \[www.library.cornell.edu\]\(http://www.library.cornell.edu\)](#)