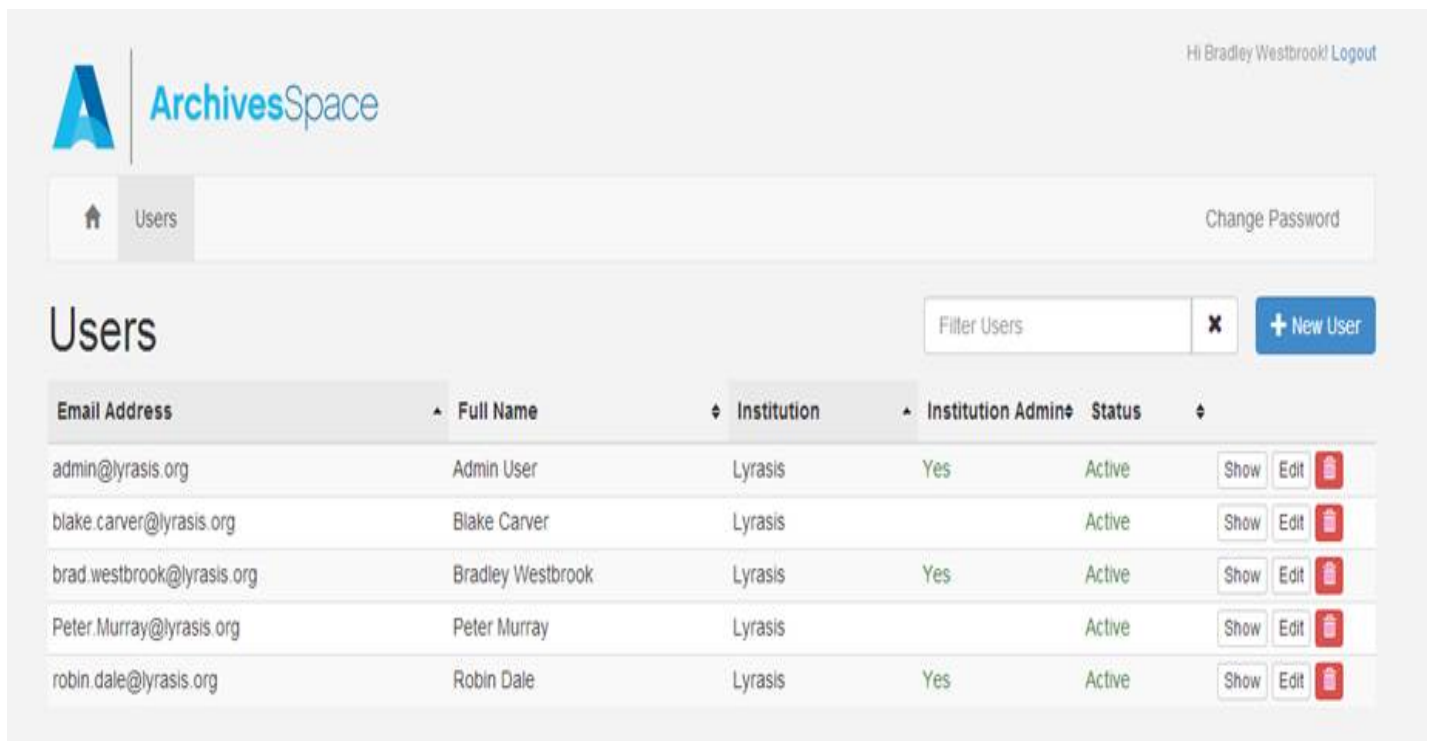


Using the ArchivesSpace Authentication System

ArchivesSpace has implemented an authentication system for managing access from to all ArchivesSpace resource reserved for members. An authentication record provides the user access to the member resources located at <http://docs.archivesspace.org>. These resources include the ArchivesSpace User/Help manual, resources for migrating data to ArchivesSpace from either the Archivists' Toolkit or Archon, and other resources to be added later. In addition, an authentication record permits an ArchivesSpace member to access the User/Help manual from within the ArchivesSpace application version 1.0.1 or later (<https://github.com/archivesspace/archivesspace/releases/tag/v1.0.1> ; <http://www.archivesspace.org/archivesspace-1-0-1-released/>).

The rest of this document illustrates how to view, create, and delete user records in the ArchivesSpace authentication system, as well as assign "institution admin" privileges to more than one person at an institution.

- 1) View all ArchivesSpace users registered for the representative's institution:



Hi Bradley Westbrook! Logout

ArchivesSpace

Users

Change Password

Filter Users

Email Address	Full Name	Institution	Institution Admin	Status	
admin@lyrasis.org	Admin User	Lyrasis	Yes	Active	Show Edit <input type="button" value="x"/>
blake.carver@lyrasis.org	Blake Carver	Lyrasis		Active	Show Edit <input type="button" value="x"/>
brad.westbrook@lyrasis.org	Bradley Westbrook	Lyrasis	Yes	Active	Show Edit <input type="button" value="x"/>
Peter.Murray@lyrasis.org	Peter Murray	Lyrasis		Active	Show Edit <input type="button" value="x"/>
robin.dale@lyrasis.org	Robin Dale	Lyrasis	Yes	Active	Show Edit <input type="button" value="x"/>

2) Create authentication records for users at the representative's institution:

ArchivesSpace

Hi Bradley Westbrook! Logout

Users Change Password

New User

Email Address

Full Name

Institution

Institution Admin

User is disabled and sent an activation email

The user is disabled, but they are sent an activation email so they can set their own password.
Upon setting their password, their account is activated and they are sent the welcome email.

Activate user and manually set their password

Submit

Back

The email address of the user must have the same domain as the institution.

The default is for the new user to be notified by the system that an account has been created:

Please click the following link to activate your account: http://docs.archivesspace.org/_help_proxy/users/activate?token=RwJ59CoNKwsvTV7ERGU

Clicking on the link verifies the email address and opens a screen where the user is requested to set a password:

The screenshot shows the ArchivesSpace user interface. At the top left is the ArchivesSpace logo. In the top right corner, it says "Hi Bradley Westbrook! Logout". Below the logo is a navigation bar with a home icon and the text "Users". On the right side of this bar is a "Change Password" link. The main content area features the ArchivesSpace logo again, followed by a light blue box with the text "Please set your password to continue.". Below this are two input fields: "Password" and "Password confirmation". A small text note below the password field states: "Password must be at least 6 characters in length, include at least 1 number and both lowercase and uppercase letters.". At the bottom of the form is a blue button labeled "Set Password".

Setting the password activates the account and returns this screen:

The screenshot shows the ArchivesSpace user interface after the password has been set. The top navigation bar is identical to the previous screen. A prominent green notification box at the top of the main content area contains the text: "Your password has been set and your account has been activated.". Below the notification are two links, each preceded by a small icon: "Browse the ArchivesSpace Documentation" and "Resources for Migrating Data from Archivists' Toolkit and Archon".

But the member representative / institutional admin can choose the option to manually set a password for the new user, resulting in a notification of this sort:

Welcome to the ArchivesSpace Membership system. Please login with your email address and this password: Noname1. Once you login, you may change this password to something more secure. To login, visit: http://docs.archivesspace.org/_help_proxy/admin

- 2) Delete an authentication record for a user registered to the representative’s institution

The page at docs.archivespace.org says:

Are you sure you want to delete this user?

OK Cancel

Hi Bradley Westbrook! Logout

Change Password

Users

Filter Users

Email Address	Full Name	Institution	Institution Admin	Status	
admin@lyrasis.org	Admin User	Lyrasis	Yes	Active	Show Edit <input type="button" value="x"/>
blake.carver@lyrasis.org	Blake Carver	Lyrasis		Active	Show Edit <input type="button" value="x"/>
brad.westbrook@lyrasis.org	Bradley Westbrook	Lyrasis	Yes	Active	Show Edit <input type="button" value="x"/>
Peter.Murray@lyrasis.org	Peter Murray	Lyrasis		Active	Show Edit <input type="button" value="x"/>
robin.dale@lyrasis.org	Robin Dale	Lyrasis	Yes	Active	Show Edit <input type="button" value="x"/>
westbrookbradley@gmail.com	Bradley Westbrook	Lyrasis		Active	Show Edit <input type="button" value="x"/>

Which results in this message to the user:

Hi Bradley Westbrook, Your ArchivesSpace Membership account has been deleted.

- 4) Delegate one or more users registered for your institution to have “Institutional Admin” privileges, which will allow them all the functions described above.

Hi Bradley Westbrook! Logout

Change Password

New User

Email Address

Full Name

Institution

Institution Admin

User is disabled and sent an activation email

The user is disabled, but they are sent an activation email so they can set their own password.
Upon setting their password, their account is activated and they are sent the welcome email.

Activate user and manually set their password

[Back](#)

Finally, the authentication system will allow a user not having admin privileges to:

- 1) Access resources reserved for members, and
- 2) Change the password on the user's account, the only account the user is able to see