

## Building a Generic Publisher User Account

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### Why Do You Need a Generic Publisher User Account?

There are two main reasons why your Publisher User account should be generic:

- To ensure that searches used for 25Live Publisher feeds remain available in the event of departmental turnover. Without a generic account, these searches would be tethered to credentials that may be inaccessible or deactivated.
- To enable the individual(s) using the account to have separate 25Live user accounts for the other roles and responsibilities they may have.

Remember that once searches become published feeds, they are associated with the user account that created them. They would need to be unpublished and re-published to change the feed's owner.

### Building the Generic Publisher User Account

New user accounts are built using the Series25 Group Administration tool (see [Adding Users to Security Groups](#)). To build a generic Publisher User account:

#### 1. Open the [Series25 Group Administration Tool](#)

Select the **25Live Publisher User** functional security group you created to add the user to, then use the [Configure](#) button, and choose **Members**.

Group Administration ⓘ

Search by Group Find Group By **Contact**

Enter Keyword X Search for a Contact

Copy Delete Configure...

Viewing 30 of 30 groups (1 selected)

☐ Select or Deselect All Except Sys Admin Group **Select One or More Groups**

Security  
**Members**  
Event Form Presentation  
Default Security

#### 2. Use the Create New User Button

## Configure Members For... [?](#)

Configure...

**Name:**

Administrator - Functional

**Description:**

Copy of the Administrator - System (-1) group without override or cabinet/folder delete rights. No X25 admin rights.

Find a Contact

Search for a Contact

Add

Filter By Name

Enter Keyword

X

Go

Create New User

### 3. Enter User Info

Enter the **Last Name**, **Email Address**, **Username**, and **Password**, and all fields required with an asterisk. Use the **Save User** button when you have entered all the required information.

### Create a New User

**Basic Information**

Name Prefix

First Name

Middle Name

Last Name\*

Name Suffix

Title

Internal ID

**Address**

Work

Home

Email\*

Street Address

City

State / Province

Zip / Postal Code

Country

Phone

FAX

**User Account Information**

Username\*

Password\*

Confirm Password\*

Group

Administrator - Function

Add To Organizations

Save User

Cancel

You will receive the success message after the new generic Publisher User account has been created.

You have successfully created a generic Publisher User account.

## Differentiating the Generic Publisher User & 25Live Publisher Accounts

- The **Generic Publisher User account** is used for logging into 25Live to create event searches and publish those searches as event feeds.
- The **25Live Publisher account** refers to the user credentials generated by your account manager. These credentials enable you to log into Publisher to build and style calendars for publication to campus web pages.

PREVIOUS: [Building a Publisher Functional Security Group](#)

UP NEXT: [Preparing 25Live Data for Publisher](#)

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