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.

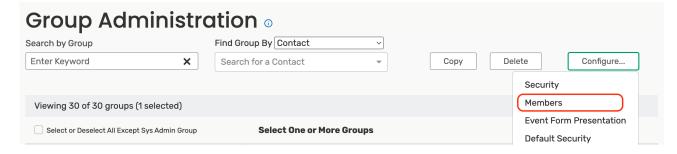
Remember that once searches become published feeds, they are associated with the user account that created them. They would need to be unpublished and re-published to change the feed's owner.

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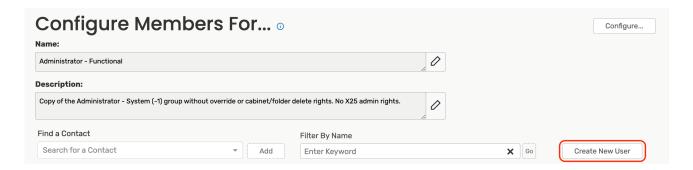
New user accounts are built using the Series25 Group Administration tool (see <u>Adding Users to Security Groups</u>). To build a generic Publisher User account:

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**.

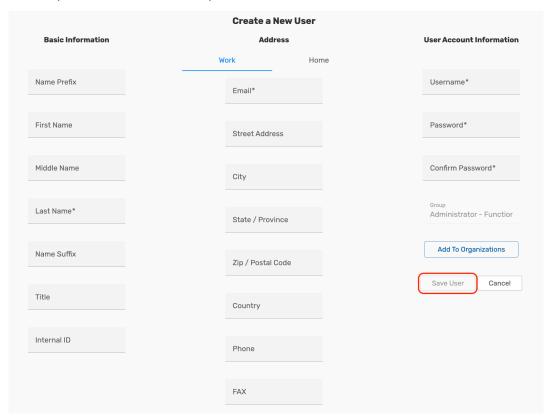


2. Use the Create New User Button



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.



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.

Note: Security Rights

If you haven't already, it is recommended that you review the recommended <u>Publisher security settings</u>, so that your new user can function correctly. It will need several permissions, such as the ability to view events and locations.

Differentiating the Generic Publisher User & 25Live Publisher Accounts

CollegeNET Series25 Help and Customer Resources

- 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