Granting users permission to access your wiki space

⚠️ **Users with an RIT Computer Account must log in to the wiki at least once before they are available to be added to permissions**

Users with RIT Computer Accounts must log in to the wiki at least once before they will be available for a Space Admin to add them to permissions, restrictions, or groups.

Just ask your user to go to http://wiki.rit.edu and use the Log In link found to the upper-right of the page. Once a user has logged for the first time, their RIT Computer Account will be imported and they can then be added by a Space Admin to permissions, restrictions, and groups.
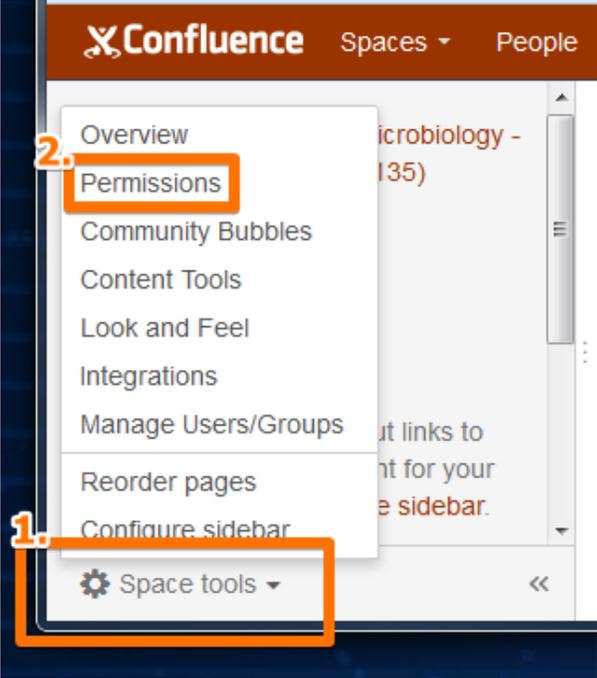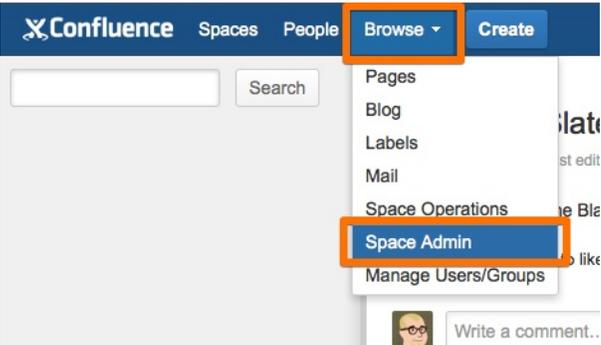
If you requested a Course wiki space, special groups were added to the permissions on your wiki to grant access automatically to the instructors and students in the Registrar's records as they log in for the first time. This information is updated once each morning ~5:00am Eastern.

ⓘ Faculty and Staff can invite guests who do not have an RIT Computer Account to create an account on the RIT Wiki.

- Inviting non-RIT guests to create a wiki account

Once the user has created their account and given you their username, you will be able to add them to your wiki space following these steps below.

1. A wiki space administrator can give users access to their wiki with the Permissions tool in the Space Admin / Space Tools. How to access these tools depends on the theme your wiki space is using.

Space Tools	Space Admin
If your theme has the Confluence Sidebar enabled, you will see the Space Tools button at the very bottom of the page if you are an administrator of that wiki space. Clicking the Space Tools button will show a menu, select Permissions from the menu. 	If your theme has the Browse menu in the navigation bar, you will see a Space Admin link there if you are an administrator of that wiki space. On the Space Administration screen, select Permissions in the sidebar.
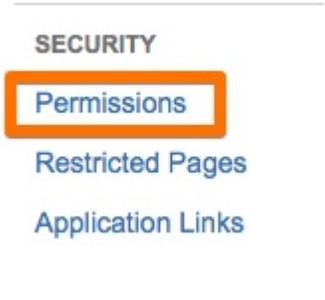
If you do not see either option, your space is using an out of date theme or has been customized by one of your space admins leaving out this access, contact Academic Technology Support for assistance in getting access.

2. Next, click on Edit Permissions under Individual Users.

Individual Users

These are the permissions currently assigned to individual users for this space.

	All	Pa
	View	Ac
[redacted] ([redacted])	✅	⊘

Edit Permissions

3. Type the username of the person that you would like to add in the text field below your current user list, then click the Add button.

> ⚠️ If the user does not show up in the quick results under the field as you type, please go ahead with entering the username and clicking Add once to see if they are still added. The quick results may not reflect new wiki users immediately.

If you don't know the username of the person that you are trying to add, you can click on the magnifying glass to search for whomever you would like to add using their first or last name. Once you have found them in the list, click the check box next to their name and then click on Select User(s).

> ⓘ As noted at the start of this document, if the user you are trying to add has never logged in to the wiki they will not be found in any searches. Users with an RIT Account must log in at least once before their account will be listed on the wiki.

Individual Users

These individual users have access to this space in Confluence - that means they can each view the pag

	All	Page
	View	Add
Ken Kindler (keketc)	☑	☑
[text field]	🔍	Add

4. Once your new user has been added, you can adjust their permissions by using the check-boxes for the available options.

By default, all new users will only have "View" access. Do not grant Admin access to a user unless you want them to have full control of the wiki space.

The gear icon at the end of the list offers menu options to quick quickly 'Select All' or 'Deselect All.'

	All	Pages			Blog		Comments		Attachments		Mail	Space		
	View	Add	Restrict	Remove	Add	Remove	Add	Remove	Add	Remove	Remove	Export	Admin	Actions
[redacted] ([redacted])	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	⚙ ▾

You may then repeat the search to add additional users if you wish.

5. When you are done click the **Save All** button to save your changes.