**Slideshow Manager - Manage Users**

Only super admins have the ability to add new users to the system. This is done in two parts.

**General Access to the Slideshow Manager**

To gain access to the slideshow manager with view only permissions the user needs to be added to the Gallery-User group. Once done a link to the manager will appear on the Usher Services page.

**Adding Super Admins**

Super admins have the ability to manage displays, users, all album content, and all galleries. To grant this level of access a super admin need to go to Manage users and add the new super admins EID to the Gallery-Admin group. Once added to these groups they do not need to be added to any other group.

**Allowing access to manage a specific Album**

When a album is created a new group is automatically created in the form of "Gallery-" + album name. IE "Gallery-CCS". Any EID added to this group will have access to add, delete, and update any content for the given album. Users added to a Gallery-<album> should also be added to the Gallery-User group.

**Allowing access to manage a specific Gallery**

When a gallery is created a new group is automatically created in the form of "Gallery-Group" + gallery name. IE "Gallery-Group-College of Communication". Any EID added to this group will have access to managing what albums the gallery displays.

**Removing users from a group**

To remove a user from a group, a super admin can access the manage user page and selected the group the user is in. You will then be given the option to "Remove User". Repeat the process for all groups(album and gallery) the user needs to be removed from.