



Administrator guide for the user registration process

Version 1.0

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Last Edited : 1<sup>st</sup> June 2011

Last editor : Patrick Lockley



Register For This Site

Username

E-mail

#### Licence Agreement

In registering for this site, you agree to be bound by the following legal notice, licence and privacy policy.

[Legal notice](#)

[Licence](#)

[Privacy policy](#)

Please note - At present only people with a University of Cambridge or Oxford email address will have their registrations approved.

Accept the legal notice and licence

#### Privacy Policy

Privacy Policy This policy explains what types of personal information will be gathered when you visit the Politics in Spires website, and how this information will be used. The Politics in Spires website is managed by the University of Oxford ('the University'). Please note that although this website provides links to other websites, this policy only applies to the Politics in Spires site (i.e. pages under

Accept the Privacy Policy

A password will be e-mailed to you.

Register

When users click on the register link on “Politics in Spires” they will be taken to the registration page.

Please note that this page will be available to all users of the site, not just Oxford and Cambridge academics and students. As such some registrations may well be attempted by people who are not valid site users.

A user when visiting this page should type in their username and email address.

The username does not have to be the same as their normal user ID, and their user ID is not displayed on the site – users can specify the name which is displayed as part of their profile at a later date.

So although a user may log in to Oxford or Cambridge’s IT networks with the ID “user0001”, there is no requirement for this username to be used for Politics in Spires. The login system used by Politics in Spires is independent of both University systems.

The licence agreement section contains links to the legal notice, licence and privacy policy. Any user registering on the account should familiarise themselves with these documents.

The final action the user must take is to click the “Accept the legal notice and licence” box.

They should then click register



Register For This Site

**ERROR:** This username is already registered, please choose another one.  
**ERROR:** This username is already registered, please choose another one.  
**ERROR:** This email is already registered, please choose another one.

Username

pattest

E-mail

patrick.lockley@oucs.ox.a

Licence Agreement

In registering for this site, you agree to be bound by the following legal notice, legal licence and privacy policy

If the username is already taken – then someone registering will see the message “The username is already registered, please choose another one”.

The email address must contain either “ox.ac.uk” or “cam.ac.uk” for the registration process to continue.

If the email address is already registered for the site, users attempting to register will see the message “This email is already registered, please choose another one.”

Users whose email address is already registered and have forgotten their password should click on the “Lost your password” link at the bottom of this box.

licence and privacy policy.

[Legal notice](#)

[Legal licence](#)

[Privacy policy](#)

Please note - At present only people with a University of Cambridge or Oxford email address will have their registrations approved.

Accept the legal notice and licence

A password will be e-mailed to you.

[Register](#)

[Log in](#) | [Lost your password?](#)

Users can therefore manage their own accounts once created. If a user forgets their password and asks for a reminder, the site admin email ([Oxbridge.blog@gmail.com](mailto:Oxbridge.blog@gmail.com)) will be notified, but no action is required.



Register For This Site

**ERROR:** This email does not end in "ox.ac.uk" or "cam.ac.uk"

Username

Pat at Durham

E-mail

patrick.lockley@durham.a

Licence Agreement

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[Legal notice](#)

[Legal licence](#)

Users who when attempting to register do not supply an email address ending in ox.ac.uk or cam.ac.uk will see the message 'This email does not end in "ox.ac.uk" or "cam.ac.uk"'.  
An arrow points from this text to the error message box in the registration form.

Please note that users with email addresses such as [name@politics.ox.ac.uk](#) will pass this test, as would [name@balliol.ox.ac.uk](#) . The check isn't for all letters after the @ symbol, but for anywhere in the email address after the @ symbol.



Please now check your email for further information.

If a user passes these checks, then they will see the following screen.

The user will be sent an email requiring them to authorise their email address. A user must do this before they can log in.

The site administrator will receive an email informing them of the new registration and containing instructions on how to authorise this user.

The user who tried to register will then receive an email like this

## **[Politics in Spires] Please verify your account**

Politics in Spires [oxbridge.blog@gmail.com]

Sent: Fri 06/05/2011 12:12

To: Patrick Lockley

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Thank you for taking the first step to register on Politics in Spires.

The next step of the process is to confirm your email address.

You can confirm your email address by clicking on this link - [Politics in Spires confirmation](#)

After you have clicked on this link, the site administrator will be notified of your registration. Once the administrator has approved your account, you will receive a further email with your login details.

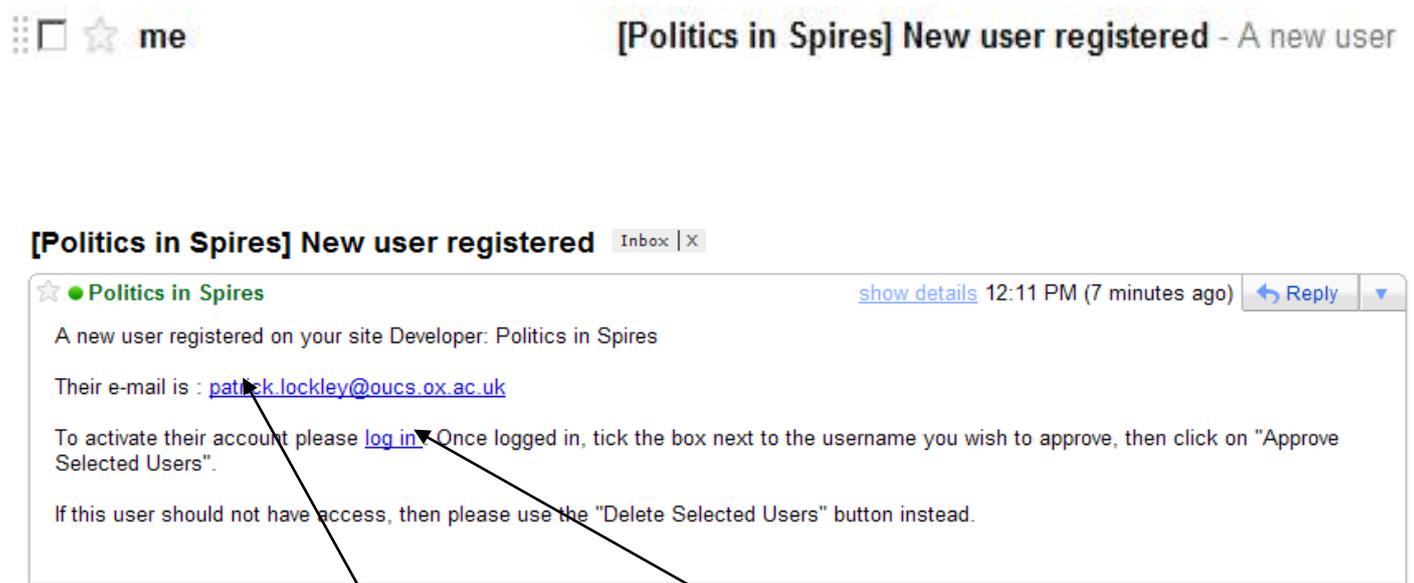
With thanks,

Politics in Spires

The user must click on this link before they can log in. The administration part of the process is not affected by the user clicking on this link – it only affects whether a user can log in or not. A user cannot log in until they have clicked on this link as it verifies their email address to WordPress.



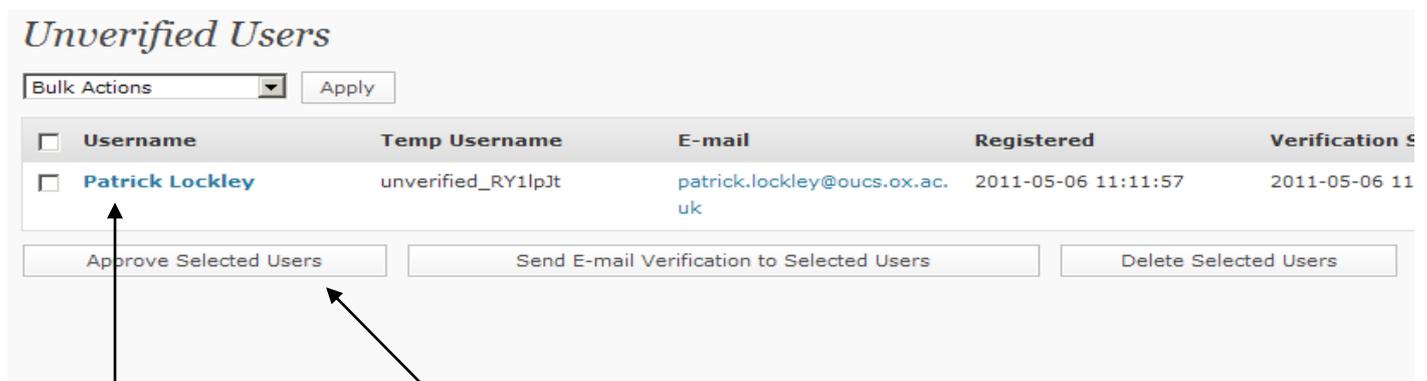
The administrator email will have the subject “New user registered”.



The email will look as such.

It shows the email that the user has attempted to register with

There is also a link which will take you to the page where you can authorise this user (you may need to log in first).



After clicking on the link (and logging in – *if required*) a list of unverified users will appear. You have 1 week to authorise a user, so it doesn't have to be done straight away. If you wish to authorise a user, click in the box to the immediate left of the username.

Once you've ticked the box, then click on “Approve Selected Users”.

Your screen will update, and you will see a message “Users approved”.

Users will then be sent this email containing their login details and other information, you may wish to set this user to a different role – by default users registering with this process will be given the role of “Contributor”. A contributor can create a blog post, but they cannot publish it so it appears on the site. If the new user is a graduate student, it is policy to leave them as a contributor until their first post has been approved. If an academic is

registering be sure to upgrade their role immediately to author. The "Author" role in WordPress allows a user to publish without requiring any action from another site user.

## **[Politics in Spires] Registration complete**

Politics in Spires [oxbridge.blog@gmail.com]

Sent: Fri 06/05/2011 12:37

To: Patrick Lockley

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Thank you for registering for Politics in Spires.

If you haven't already done so, please confirm your email address (details on how to do this have been sent to you in an earlier email).

Your account has been verified by the administrator and activated; your username and password are given below. Please note - you will not be able to use these until you have confirmed your email address.

Username: Patrick Lockley

Password: oZKvqYhzrluN

We would like to take this opportunity to remind you that by registering on [Politics in Spires](#), you have agreed to the [legal notice](#) and to release any content created under the [legal licence](#).

[Log in here](#)

We look forward to receiving your contributions. If you have any queries regarding the blog, please contact [oxbridge.blog@gmail.com](mailto:oxbridge.blog@gmail.com)

Many thanks.

A user (once approved) will receive this email.

This user can now log in with the details included in this message.