

Table of Contents

Manage Users.....	1
Authentication and Access Control.....	1
Register User.....	1
Change, Reset and Install Passwords.....	1
Changing User Account Names.....	1
Removing User Accounts.....	2
Customizing registration Emails.....	2

Manage Users

Register users on your Foswiki site; change/reset/install passwords; remove user accounts

Some of the features below may be disabled, depending on your Foswiki configuration.

Authentication and Access Control

- UserAuthentication describes your options for user authentication
- AccessControl describes how to define groups and how to restrict access to content

Register User

You don't have to have user home pages in Foswiki for Authentication to work - see UserAuthentication for details.

- UserRegistration is used when you want new users to individually register with Foswiki by filling out a form
- You can create a custom versions of NewUserTemplate and UserForm
- BulkRegistration is used by administrators to register multiple users at the same time

Change, Reset and Install Passwords

Note that the below features are only relevant when you use an internal password manager where Foswiki can set and reset passwords.

- ChangePassword is for users who *can* remember their password and want to change it
- ResetPassword is for users who *cannot* remember their password; a system generated password is e-mailed to them
- BulkResetPassword is for administrators who want to reset many passwords at once
- ChangeEmailAddress changes the hidden email address stored in the password file

Changing User Account Names

To change the user's WikiName:

- Rename the user's Foswiki homepage in the Main web, such as from JaneSmith to JaneMiller.
 - ◆ Fix backlinks in the Main web only
 - ◆ Make sure the group topics are updated (if any.)
- Edit the Main.WikiUsers topic and move the user's entry so that the list is in proper alphabetical order.
- Recreate the old topic with a pointer to the new topic, so that links in other webs work properly.

Example content:

```
%M% Jane Smith is now known as JaneMiller
```

If external authentication is used and you want to change the login name:

- The login name needs to be changed in the authentication server (e.g. Active Directory)
- In Foswiki's Main.WikiUsers topic, fix the mapping from login name to WikiName:

```
* JaneSmith - jsmith - 13 Sep 2006
```

to:

```
* JaneMiller - jmilller - 13 Sep 2006
```

Removing User Accounts

To remove a user account (FredQuimby, who logs in as "fred"):

1. If you are using a `.htpasswd` file, edit the `.htpasswd` file to delete the line starting `fred`:
 - ♦ **Warning:** Do **not** use the Apache `htpasswd` program with `.htpasswd` files generated by Foswiki! `htpasswd` wipes out email addresses that Foswiki plants in the info fields of this file.
2. Remove the `FredQuimby - fred` line from the Main.WikiUsers topic
3. Remove `FredQuimby` from all groups and from all the `ALLOWWEB/ALLOWTOPIC...` declarations, if any.

Note: If you fail to do this you risk creating a security hole, as the next user to register with the wikiname `FredQuimby` will inherit the old `FredQuimby`'s permissions.
4. *[optional]* Delete their user topic `Main.FredQuimby` (including attachments, if any.)

Note: Consider leaving the user topic file in place so their past signatures and revision author entries don't end up looking like `AnUncreatedTopic?`. If you want to make it clear the user is no longer around, replace the topic content with a note to that effect. The existence of the `UserName` topic should also prevent that user name from being re-used, sealing the potential security hole regarding inherited permissions..

Customizing registration Emails.

Foswiki's Registration can send 3 emails who's output is governed by templates:

1. User registration confirmation - `templates/registerconfirm.tpl`
2. User registration notification - `templates/registernotify.tpl`
3. Email to notify the Wiki admin of registration - `templates/registernotifyadmin.tpl`

As these are `SkinTemplates`, they can be customized and selected using the `SKIN` path setting. Because there are default `tpl` files in the `templates` dir, this cannot use `Template` topics.

These template files have a specific format that matches the raw format of emails sent via SMTP, so be careful and test your changes. It is easiest to start by copying the default templates:

```
cd templates
cp registernotify.tpl registernotify.myskin.tpl
cp registerconfirm.tpl registerconfirm.myskin.tpl
cp registernotifyadmin.tpl registernotifyadmin.myskin.tpl
```

then add `myskin` to the beginning of the `SKIN` setting in SitePreferences.

From this point on, your `myskin` templates will be used for the registration emails.

To make it possible for WikiUsers? to modify the email contents, you could use a parameterized `%INCLUDE%` statement in your customized version. eg:

```
From: %WIKIWEBMASTERNAME% <%WIKIWEBMASTER%>
To: %FIRSTLASTNAME% <%EMAILADDRESS%>
Subject: %MAKETEXT{"[_1] - Registration for [_2] ([_3])" args="%WIKITOOLNAME%, %WIKINAME%,
MIME-Version: 1.0
Content-Type: text/plain; charset=%CHARSET%
Content-Transfer-Encoding: 8bit

%INCLUDE{
    "%USERSWEB%.RegisterNotifyEmail"
    WIKINAME="%WIKINAME%"
    FIRSTLASTNAME="%FIRSTLASTNAME%"
    EMAILADDRESS="%EMAILADDRESS%"
}%
```

- **note the use of `%WIKINAME%`, `%FIRSTLASTNAME%`, `%EMAILADDRESS%` passed in from the `INCLUDE` so that the topic below is similar to the original template**

and then create a topic `Main.RegisterNotifyEmail`:

```
Welcome to %WIKITOOLNAME%.

%MAKETEXT{"Your personal [_1] topic is located at [_2]. You can customize it as you like:"
    * %MAKETEXT{"Some people turn it into a personal portal with favorite links, what they
    * %MAKETEXT{"Some add schedule information and vacation notice."}%

Regards
%WIKIWEBMASTERNAME%
Your Wiki Admin

%MAKETEXT{"Note:"}%
    2 %MAKETEXT{"You can change your password at via [_1]" args="%SCRIPTURL{"view"}%/%SYSTEM
    3 %MAKETEXT{"If you haven't set a password yet or you want to reset it, go to: [_1]" ar

%MAKETEXT{"Submitted content:"}%
%FORMDATA%

%META:PREFERENCE{name="ALLOWTOPICCHANGE" title="ALLOWTOPICCHANGE" type="Set" value="Main.A
```

- **remember to secure the topic appropriately to prevent attackers from getting emailed sensitive passwords.**

Related Topics: [AdminDocumentationCategory](#)

[Edit](#) | [Attach](#) | [Print version](#) | [History: %REVISIONS%](#) | [Backlinks](#) | [Raw View](#) | [More topic actions](#)

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- [. System](#)
- [Log In](#)

- **Toolbox**

- Users
- Groups
- Index
- Search
- Changes
- Notifications
- RSS Feed
- Statistics
- Preferences

- **User Reference**

- BeginnersStartHere
- TextFormattingRules
- Macros
- FormattedSearch
- QuerySearch
- DocumentGraphics
- SkinBrowser
- InstalledPlugins

- **Admin Maintenance**

- Reference Manual
- AdminToolsCategory
- InterWikis
- ManagingWebs
- SiteTools
- DefaultPreferences
- WebPreferences

- **Categories**

- Admin Documentation
- Admin Tools
- Developer Doc
- User Documentation
- User Tools

- **Webs**

- Public
- System

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