

UTAD Administration Site

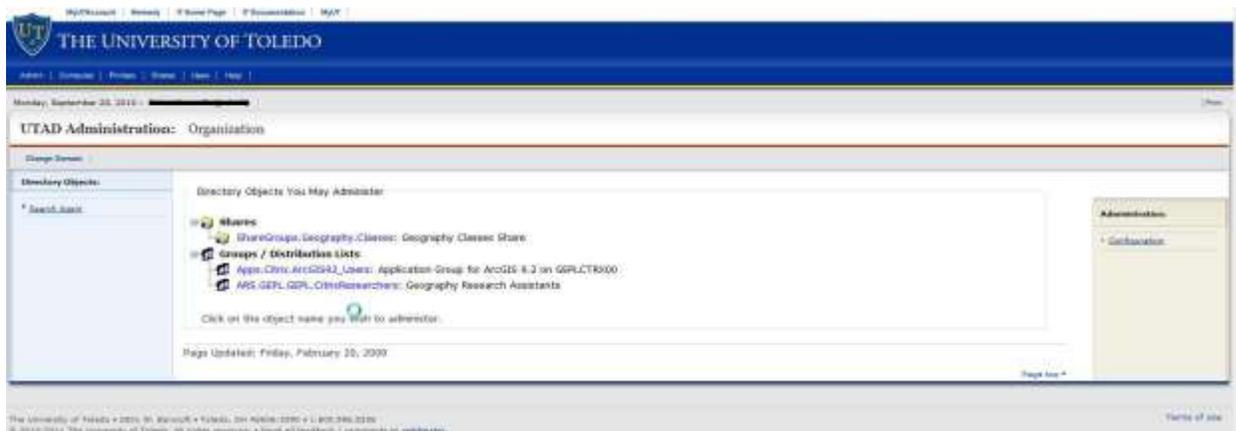
Here are the instructions if you wish to add/remove users yourself to your shares. IT is happy to add/remove users for you, but we have had some users that want the capability. So if you would like to be able to do so for your shares you are responsible for here are the instructions.

To access the site, open Internet Explorer and go to: <http://utadadmin.utoledo.edu>.

It may or may not ask you for your UTAD credentials, if so please enter: **utad\userid** (where userid is your UTAD userid) for the Username and your UTAD password in the Password field.

If you are a manager of one share, you will automatically be brought to the administration screen of that particular share.

If you are the manager of multiple shares you will be presented with a list of shares. Select the share you wish to add/remove user permission to.



If you would like to add a user that currently does not have access:

Click “Add User Rights” on the left hand column.

You will be prompted to enter in search criteria. IT recommends using the UTAD User Id, but you may also search by Lastname, Firstname. Enter in the Search Criteria to find the user you wish to add and click Find. It will return either one user or multiple users. If more than one user is found, a box will appear asking you to select the correct userid (Ex. JSmith, JSmith2, two different people). Simply click on the username you wish to add.

You will then be prompted whether to add this person to Read-Write or to the Read-Only group. Click the corresponding button. (In the case that only one user is found by the search criteria in the search you will be immediately taken to the box to determine which group the user will be added to.)

If you want to move a user from Read-Write Membership to Read-Only Membership or vice-versa:

If you are moving from Read-Write to Read-Only, when you click on the user in the Read-Write Membership column and click the Make Read-Only button.

If you are moving from Read-Only to Read-Write, when you click on the user in the Read-Only Membership column and click the Make Read-Write button.

If you would like to remove a user from access to the share:

Click on a user in either of the columns and select the Remove button.

When you are finished adding/removing user(s), simply close the browser window.