NSUWorks: Administrator Permissions

If you have been given administrator level permission for a series in NSUWorks that allows you to create other administrators, this video will show you how to create administrators, edit the types of permissions they've been given, and what each of the choices mean for the series you are an administrator for. You'll want to create administrators and add permissions to anyone that will need to access some of the back-end functionalities of NSUWorks that go slightly beyond simply submitting a document to the repository. Depending on the permission level, administrators will have access to edit documents, view different versions, batch revise whole series, and view a publication checklist.

After you log in to NSUWorks, find the series you wish to add an administrator to from your "My Account" page and click on the Configuration button under the name of that series. If you do not see the configuration button, you have not been given permission to create administrators for this series.

In the left hand toolbar, click on the "Administrators" link to access the Administrator Management page.

Add administrators by adding their First and Last name and the email address they will be using to access their NSUWorks account. This does not have to be for NSU only and outside collaborators can be given permissions in NSUWorks for adding and editing work.

After you have successfully added a name to the Add Administrators box, you can Modify their permissions in the Modify Administrators box. Click on the "View/Edit Permissions" button next to the administrator's name to edit their permissions, or click on the "Remove" button to remove the administrator completely from the series. Let's click on View/Edit Permissions to see what our choices are.

There are two general areas of permission that can be granted to an administrator: General and Submission and Review. General permission pertains to the series as a whole and should not be given to anyone other than a top level administrator. For example, if this is a data series for a lab, only the lab director would have these general level permissions, whereas the students adding datasets to the series would have Submission and Review level permissions as they will be dealing with what they are submitting directly and not the series in its entirety. I will go over what each of these General permissions mean in another video.

Submission and Review permissions are the permissions you need in order for someone to see deposited documents that have not been published to NSUWorks. This allows for further editing of a document, the ability to see what others have deposited, batch revisions of multiple deposits, etc. Please review the video titled "Administrator Permissions Definitions" for a full description of what each of these do.

Once you check off the permissions you'd like each administrator to have, you can click "Save Changes" in the top right of the pop-up box. The administrator has now been set up.

If you have questions about any of the content in this tutorial or any of the tutorials for NSUWorks or Selected Works, please contact nsuworks@nova.edu.

Video Categories: Services: Faculty and Staff Research
Keywords: NSUWorks, administrator, configuration, account settings