

**Note:** You must be an Organization Administrator to manage users

## Overview of User Roles

**Organizational Administrators:** Can manage departments, users and use all tools in the Administration tab. Can add and delete video, set up sharing and web publishing sites. Has full access and edit rights to all Departments in the District site. Can be associated with one Department

**Content Contributors:** Add or delete video files from their Department's Media Library. Can set up Shares and Web Publishing sites.

**Content Editors:** Cannot add or delete video. Only allowed to edit and publish existing videos in the Media Library. Sees only the Media Library and Shared Library tabs

**Content Viewers:** Can view video in the Department's Media or Shared Library. Cannot add/delete or publish video

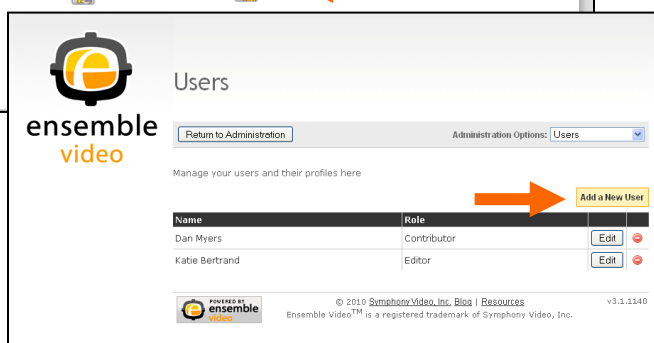
## Authentication Sources

By default Users are authenticated based on the internal Ensemble Video login process. If your System Administrator has enabled LDAP authentication, you can create users and specify that authentication will use your enterprise LDAP repository.



### Add a User

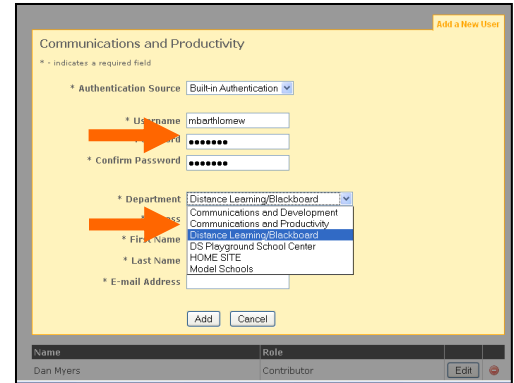
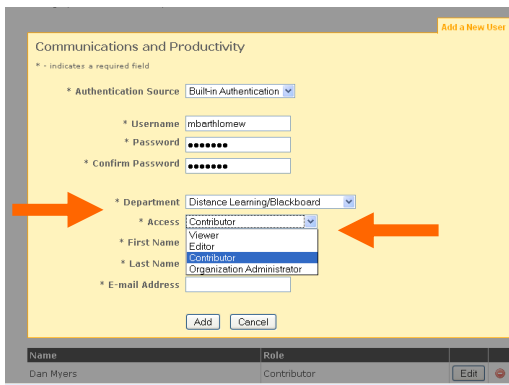
1. Click on Administration Tab
2. Choose Users
3. Click the yellow Add a New User button



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## Built-In Authentication Options

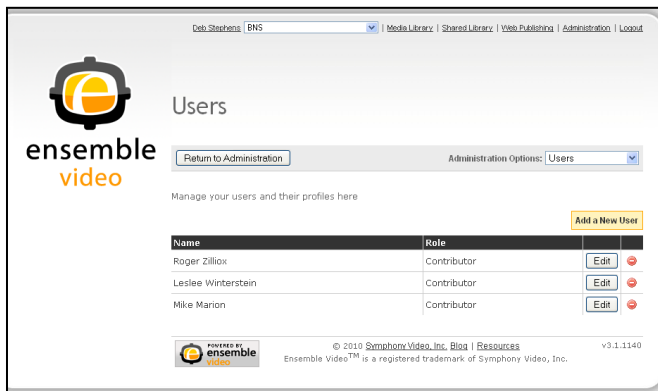
1. Give the User a Username and generic Password
2. Choose the Department the User will be associated with from the drop down list

## User Role and Additional Information

1. Choose what kind of Access the User will have
2. Add a Full Name and email address
3. Click Add
4. The User will now be listed in the Department they are associated with

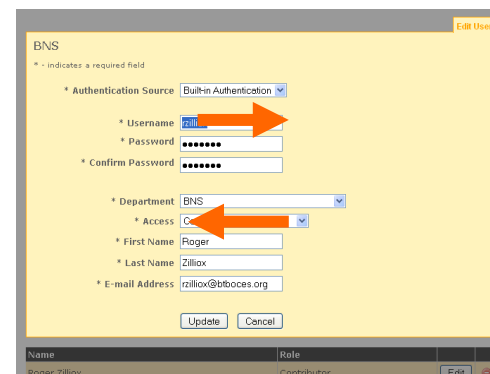
**Edit a**



**User**

1. Click on the Administration Tab (in the Users Department)

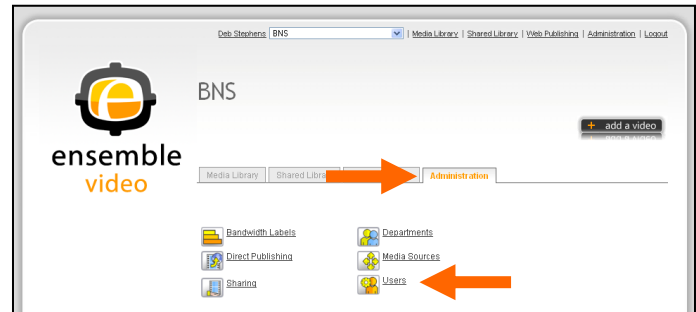
2. Choose Users
3. Click the Edit button on User line needing changes
4. Make your changes
5. Click Update



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## Delete a User

1. Click on the Administration Tab (*in the Users Department*)
2. Choose Users



1. Click the red circle to Delete a User
2. Choose OK in the confirmation window that appears
3. The User will be removed from the department

