How to Create a New User Group in EBSCOadmin

EBSCOadmin allows administrators to create user groups that contain their own profiles, databases, authentication methods, etc. This can be useful if you would like to segment out EBSCO usage within your institution.

*For Example:* You may wish to create a new user group specifically for remote users accessing from home. When you access reports and statistics, usage can be broken down by remote users and users accessing from within their institution's library.

To create a new user group:

1. From the Customize Services sub-toolbar, click the **Site/Group Maintenance** button.
2. Click the Group tab. Click the **Add a New Group** link.
3. Enter a **Group ID**, from 1-10 characters in length, and a **Group Name**.
   
   **Note:** The Group ID you create should be entered in all lowercase letters.
4. Enter the destination **Reports E-mail Address**. Click **Submit**.
5. Under **Modify Group**, click the new group name link.
6. If more than one version of a Select Service Screen has been set up, select the version that will be displayed, from the “**Select Service**” **Version** drop-down list.
7. Checking the **Personalization Allowed** box grants users access to My EBSCOhost to save searches, links, set up alerts and create web pages (using Page Composer).
8. Click **Submit**. The Site/Group Maintenance Screen appears with the new group ID displayed.

Adding a Profile to the New Group

After creating a user group, the next step is to add a profile to the group.

To add a profile to the new group:

1. From the Customize Services sub-toolbar, select the new group in the **Current Group** drop-down list.
2. Click the **Profile Maintenance** link to create a new profile for the group.

3. Click the **Add a New Profile** link.

4. Enter a **Profile ID** and **Description**.

   **Note:** The Profile ID you create should be entered in all lowercase letters.

5. Select an interface, default language and style for the profile. Click **Submit**.

6. Click the **Back to Customize Services** link.

### Adding Databases to the Profile

Next, add databases to the profile.

**To add databases to the profile:**

1. From the **Choose Profile** drop-down list, select the new profile.

2. Click the **Databases** sub-tab. The Databases Screen displays.

3. From the **Show** drop-down menu, select **Disabled**.

4. **Enable Column** – Select the **On** radio button for each database you would like to enable on the profile.

5. **Default to Selected** - Indicate whether the database should be selected by default on the Choose Database Screen.

6. Click **Submit**. Your changes have been saved.

### Adding a User ID and Password for the Group

You must also set up authentication for your new user group. For example, you can create a user ID and password combination specifically for users of your new group.

**To add a user ID and password for the group:**

1. From the Authentication tab, click the **Add New User** link.

2. (Consortium administrators: Select the appropriate site from the **Site ID** drop-down list.)

3. From the **Group ID** drop-down list, select the group.

4. Enter the new User ID and Password.
5. Click **Submit**. The list of User IDs/Passwords appears with the new User ID and Password displayed.

**Notes:**

- An embedded URL that points directly to a group can be used for access. The URL is:  

  The groupid should be the group ID assigned to the user group when it was created in EBSCOadmin.

- Point to a specific profile using this embedded URL:  

  The profileid should be the profile ID assigned to the profile when it was created in EBSCOadmin.

- Combine these two methods using  