How do I modify the settings for a User Group in EBSCOadmin?

What is this feature?

EBSCOadmin allows institution administrators to customize the settings in the User Groups they have created.

What are the benefits?

Modifying the User Group settings enables administrator to apply a custom Select Service screen to a specific Group, as well as modify the personalization settings at the Group level. This is beneficial if your institution uses Shibboleth or Single Sign-On and would like personalization to be enabled for those Authentication types.

How do I enable it?

To modify the settings for a User Group:

2. Click the Site/Group Maintenance link at the top right side of the screen.
3. Click the Group tab.
4. Click the hyperlinked name for the Group you would like to modify in the Modify Group column.
5. Make updates to the following settings

   - **Group Name** - Enter a new name for your group.
   - **Reports E-mail Address** - This is a non-functional field. You may use this field as a reference by entering an e-mail address you would like to be used for reporting. However, reports are e-mailed to an address you specify when creating the report.
   - **"Select Service" Version** - If you have created a custom Select Service page you would like to apply to the group, select it from the drop-down.
   - **Personalization Allowed** - This feature enables or disables your patrons’ ability to log into their My EBSCOhost folders. Please note, this feature cannot be disabled if Personal User authentication accounts are assigned for this user group, or when Personalize using authtype-shib, Personalize using SSO, or Just in Time (JIT) SSO User Provisioning are enabled below.
- **Personalize using authtype=shib** - This parameter provides administrators the ability to map Shibboleth authentication attributes without the site EBSCOadmin account automatically upgrading to Single Sign-on authentication. This allows for testing or trialing of Shibboleth authentication with the mapped attributes. **Note:** This feature cannot be enabled if the **Personalization Allowed** parameter is disabled.

- **Personalize using SSO** - This feature provides administrators the ability to allow patrons to log into their My EBSCOhost accounts via Single Sign-on authentication. **Note:** This feature cannot be enabled if the **Personalization Allowed** parameter is disabled.

- **Just In Time (JIT) SSO User Provisioning** - This parameter provides institutions that utilize Single Sign-on authentication the ability to allow patrons to bypass the My EBSCOhost linking page and link directly to EBSCO Discovery Service or EBSCOhost by an automatic Just in Time (JIT) provisioning of their My EBSCOhost account. The provisioning of the My EBSCOhost account during sign-in is not visible to patrons and utilizes information provided by the institution's Identity Provider (IdP). **Note:** This feature cannot be enabled if the **Personalization Allowed** parameter is disabled.

- **Force Personalization** - Select to force users to personalize upon logging in. **Note:** This feature cannot be enabled if the **Personalization Allowed** parameter is disabled.

- **Users Not Allowed to Create Personal Accounts** - Select to disallow users from creating a My EBSCOhost folder account.

- **Profile for Linking In** - The feature has been deprecated and replaced by the **Use this Profile for Incoming Links** parameter which is available on the Linking sub-tab at the profile level.

6. Click **Submit** to save your changes.