How to Onboard Users to MeshDB

These instructions are for creating administrator console access for **human** users. For automated systems, see How to onboard applications to MeshDB

Adding a new user for admin console access

Navigate to the admin portal at db.mesh.nycmesh.net/admin/ and select add user

Welcome to MeshDB Admin Portal

AUTHENTICATION AND AUTHORIZATION		
Groups	✚ Add	✏ Change
Users	✚ Add	✏ Change

AUTH TOKEN		
Tokens	✚ Add	✏ Change

WEBHOOKS		
Webhook Targets	✚ Add	✏ Change

MESHAPI		
Buildings	✚ Add	✏ Change
Devices	✚ Add	✏ Change
Installs	✚ Add	✏ Change
Links	✚ Add	✏ Change
Members	✚ Add	✏ Change
Nodes	✚ Add	✏ Change

Every individual person should receive their own unique user object. User objects should not be shared among multiple volunteers. We have established an informal convention of using the volunteer's first name followed by their last initial. For example if the volunteer's name is John Doe, we would create their username as `johnd`. For the password, enter something secure, like a random password generated by your browser. Save this password and send it to the volunteer over slack (and encourage them to change it immediately using the link in the top right).

Click **Save and continue editing** to proceed to the full user editor

Change user

johnd

Username:	johnd
	Required. 150 characters or fewer. Letters, digits and @/./+/-/_ only.
Password:	**algorithm**: pbkdf2_sha256 **iterations**: 600000 **salt**: vpUcqU*************** **hash**: 2GEDUG**
	Raw passwords are not stored, so there is no way to see this user's password, but you can change the password using this form.

Personal info

First name:	John
Last name:	Doe
Email address:	johnd@nycmesh.net

Permissions

☑ **Active**
Designates whether this user should be treated as active. Unselect this instead of deleting accounts.

☑ **Staff status**
Designates whether the user can log into this admin site.

☐ **Superuser status**
Designates that this user has all permissions without explicitly assigning them.

Here, set the volunteer's first and last name and email (if available). Then enable **Staff status**, which allows them to log in to the admin site.

> Email address is not a required field. However, if you do not set an email address for the user, they will not be able to utilize the "Reset my Password" feature. So it is recommended that you set an email for all users

Finally, you need to add the new user to the appropriate group based on their needed permissions. The following table summarizes the difference in permissions between the various groups:

Group	Permissions	Example User
Read Only	View-only permissions to all MeshDB core data such as Member Contact info, install details, buildings, etc No access to authentication information such as lists of MeshDB users or API tokens	A junior installer

Installer	All permissions from *Read Only*, plus the ability to edit all MeshDB core data (buildings, install details, member contact info, etc.) but no permission to add or delete these objects No access to authentication information such as lists of MeshDB users or API tokens	Install leaders
Admin	Full access to every table in the the core MeshDB database. Add, Edit, Delete permissions on these tables. Full view access to all tables, including authentication related information: Groups, Users, API Tokens. Ability to create and modify users. No access to modify the underlying structure of groups or add new ones.	Mesh administrative staff
Superuser	Full access to do anything in the application. Bypasses all permissions checks, for safety reasons, this should only be applied to devs working on the maintenance of MeshDB itself The main thing this unlocks is the ability to modify the structure of the group permissions themselves, which should not be done lightly	MeshDB Core Devs

Do not grant permissions directly on the user object. Add the user to the appropriate group instead. Since the permissions are cumulative, a user should only need to be in a single group. To reduce confusion, this is strongly recommended.

Add the user to the appropriate group and save

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