

# 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/](https://db.mesh.nycmesh.net/admin/) and select add user

### Welcome to MeshDB Admin Portal

AUTHENTICATION AND AUTHORIZATION	
Groups	<a href="#">+ Add</a> <a href="#">✎ Change</a>
Users	<a href="#">+ Add</a> <a href="#">✎ Change</a>
AUTH TOKEN	
Tokens	<a href="#">+ Add</a> <a href="#">✎ Change</a>
WEBHOOKS	
Webhook Targets	<a href="#">+ Add</a> <a href="#">✎ Change</a>
MESHAPI	
Buildings	<a href="#">+ Add</a> <a href="#">✎ Change</a>
Devices	<a href="#">+ Add</a> <a href="#">✎ Change</a>
Installs	<a href="#">+ Add</a> <a href="#">✎ Change</a>
Links	<a href="#">+ Add</a> <a href="#">✎ Change</a>
Members	<a href="#">+ Add</a> <a href="#">✎ Change</a>
Nodes	<a href="#">+ Add</a> <a href="#">✎ Change</a>

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).

## Add user

First, enter a username and password. Then, you'll be able to edit more user options.

<b>Username:</b>	<input type="text" value="johnd"/> <small>Required. 150 characters or fewer. Letters, digits and @/./+/_ only.</small>
<b>Password:</b>	<input type="password" value="....."/> <small>Your password can't be too similar to your other personal information. Your password must contain at least 8 characters. Your password can't be a commonly used password. Your password can't be entirely numeric.</small>
<b>Password confirmation:</b>	<input type="password" value="....."/> <small>Enter the same password as before, for verification.</small>



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

# Change user

HISTORY

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	<p>All permissions from <i>Read Only</i>, 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</p> <p>No access to authentication information such as lists of MeshDB users or API tokens</p>	Install leaders
Admin	<p>Full access to every table in the the core MeshDB database. Add, Edit, Delete permissions on these tables.</p> <p>Full view access to all tables, including authentication related information: Groups, Users, API Tokens.</p> <p>Ability to create and modify users.</p> <p>No access to modify the underlying structure of groups or add new ones.</p>	Mesh administrative staff
Superuser	<p>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</p> <p>The main thing this unlocks is the ability to modify the structure of the group permissions themselves, which should not be done lightly</p>	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.

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Groups:

Available groups ?

Filter

- Admin
- Read Only
- Installer

Choose all

Chosen groups ?

Filter

Remove all

The groups this user belongs to. A user will get all permissions granted to each of their groups. Hold down "Control", or "Command" on a Mac, to select more than one.

User permissions:

Available user permissions ?

Filter

- admin | log entry | Can add log entry
- admin | log entry | Can change log entry
- admin | log entry | Can delete log entry
- admin | log entry | Can view log entry
- auth | group | Can add group
- auth | group | Can change group
- auth | group | Can delete group
- auth | group | Can view group
- auth | permission | Can add permission
- auth | permission | Can change permission
- auth | permission | Can delete permission
- auth | permission | Can view permission
- auth | user | Can add user

Choose all

Chosen user permissions ?

Filter

Remove all

Specific permissions for this user. Hold down "Control", or "Command" on a Mac, to select more than one.

Add the user to the appropriate group and save

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