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Manage Users

Register users on your TWiki site; change/reset/install passwords; remove user accounts

⚠ Some of the features below may be disabled, depending on your TWiki configuration.

Authentication and Access Control

- TWikiUserAuthentication describes your options for user authentication
- TWikiAccessControl describes how to define groups and how to restrict access to content

List Users

- TWikiUsers - list all registered users
- UserList - user list
- UserListByDateJoined - user list by date joined
- UserListByLocation - user list by location

Register Users

You don't have to have user profile pages in TWiki for Authentication to work - see TWikiUserAuthentication for details.

- TWikiRegistration is used when you want new users to individually register with TWiki by filling out a form

For administrators only:

- BulkRegistration to register multiple users at the same time
- Default user profile page form definition and template:
 - ◆ UserForm in TWiki web - form definition (do not change)
 - ◆ NewUserTemplate in TWiki web - template page (do not change)
- Customized user profile page form definition and template:
 - ◆ UserForm in Main web - form definition (clone from the one in the TWiki web and customize)
 - ◆ NewUserTemplate in Main web - template page (clone from the one in the TWiki web and customize)

Query and Edit User Account Data (Passwords, E-mails)

Note that the below features are only relevant when you use an internal password manager where TWiki can set and reset passwords.

- ChangePassword is for users who *can* remember their password and want to change it
- ResetPassword is for users who *cannot* remember their password; a system generated password is e-mailed to them
- ChangeEmailAddress changes the hidden email address stored in the password file

For administrators only:

- QueryUsers to query and edit user account data (password, e-mail etc)

- BulkResetPassword to reset many passwords at once

Changing User Account Names

To change the user's WikiName:

- Rename the user profile page in the Main web, such as from JaneSmith to JaneMiller.
 - ◆ Fix backlinks in the Main web only
 - ◆ Make sure the group topics are updated (if any.)
- Edit the Main.TWikiUsers topic and move the user's entry so that the list is in proper alphabetical order.
- Recreate the old topic with a pointer to the new topic, so that links in other webs work properly.
Example content:
`%M% Jane Smith is now known as JaneMiller`

If external authentication is used and you want to change the login name:

- The login name needs to be changed in the authentication server (e.g. Active Directory)
- In TWiki's Main.TWikiUsers topic, fix the mapping from login name to WikiName:
* JaneSmith - jsmith - 13 Sep 2006
to:
* JaneMiller - jmiller - 13 Sep 2006

Removing User Accounts

To remove a user account (FredQuimby, who logs in as "fred"):

1. If you are using a `.htpasswd` file, edit the `.htpasswd` file to delete the line starting `fred`:
 - ◆ **Warning:** Do **not** use the Apache `htpasswd` program with `.htpasswd` files generated by TWiki! `htpasswd` wipes out email addresses that TWiki plants in the info fields of this file.
2. Remove the `FredQuimby - fred` line from the `Main.TWikiUsers` topic
3. Remove `FredQuimby` from all groups and from all the `ALLOWWEB/ALLOWTOPIC...` declarations, if any.
Note: If you fail to do this you risk creating a security hole, as the next user to register with the wikiname `FredQuimby` will inherit the old `FredQuimby`'s permissions.
4. *[optional]* Delete their user topic `Main.FredQuimby` (including attachments, if any.)

Note: Consider leaving the user topic file in place so their past signatures and revision author entries don't end up looking like `AnUncreatedTopic`. If you want to make it clear the user is no longer around, replace the topic content with a note to that effect. The existence of the `UserName` topic should also prevent that user name from being re-used, sealing the potential security hole regarding inherited permissions..

Customizing registration Emails.

TWiki's Registration can send 3 emails who's output is governed by templates:

1. User registration confirmation - `templates/registerconfirm.tpl`
2. User registration notification - `templates/registernotify.tpl`
3. Email to notify the TWiki admin of registration - `templates/registernotifyadmin.tpl`

As these are TWikiTemplates, they can be customized and selected using the `SKIN` path setting. Because there are default `tmpl` files in the `templates` dir, this cannot use `Template` topics.

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These template files have a specific format that matches the raw format of emails sent via SMTP, so be careful and test your changes. It is easiest to start by copying the default templates:

```
cd twiki/templates
cp registernotify.tpl registernotify.myskin.tpl
cp registerconfirm.tpl registerconfirm.myskin.tpl
cp registernotifyadmin.tpl registernotifyadmin.myskin.tpl
```

then add `myskin` to the beginning of the `SKIN` setting in `TWikiPreferences`.

From this point on, your `myskin` templates will be used for the registration emails.

To make it possible for `TWikiUsers` to modify the email contents, you could use a parameterized `%INCLUDE%` statement in your customized version. e.g.:

```
From: %WIKIWEBMASTERNAME% <%WIKIWEBMASTER%>
To: %FIRSTLASTNAME% <%EMAILADDRESS%>
Subject: %MAKETEXT{"[_1] - Registration for [_2] ([_3])" args="%WIKITOOLNAME%, %WIKINAME%, %EMAILADDRESS%"}
MIME-Version: 1.0
Content-Type: text/plain; charset=%CHARSET%
Content-Transfer-Encoding: 8bit

%INCLUDE{
    "Main.RegistrationNotification"
    WIKINAME="%WIKINAME%"
    FIRSTLASTNAME="%FIRSTLASTNAME%"
    EMAILADDRESS="%EMAILADDRESS%"
}%
```

Note: The use of `%WIKINAME%`, `%FIRSTLASTNAME%`, `%EMAILADDRESS%` passed in from the `INCLUDE` so that the topic below is similar to the original template.

And then create a topic `Main.RegisterNotifyEmail`:

```
Welcome to %WIKITOOLNAME%.

%MAKETEXT{"Your personal [_1] topic is located at [_2]. You can customize it as you like:" args="%WIKINAME%, %FIRSTLASTNAME%"}

* %MAKETEXT{"Some people turn it into a personal portal with favorite links, what they work on"}
* %MAKETEXT{"Some add schedule information and vacation notice."}%

Regards
%WIKIWEBMASTERNAME%
Your TWiki Admin

%MAKETEXT{"Note:"}%
2 %MAKETEXT{"You can change your password at via [_1]" args="%SCRIPTURL{"view"}%/%SYSTEMWEB%/ChangePassword"}
3 %MAKETEXT{"If you haven't set a password yet or you want to reset it, go to: [_1]" args="%SCRIPTURL{"reset"}%/%SYSTEMWEB%/ChangePassword"}

%MAKETEXT{"Submitted content:"}%
%FORMDATA%
```

Note: Remember to secure the topic appropriately to prevent attackers from getting emailed sensitive passwords.

Related topics: `UserToolsCategory`, `AdminToolsCategory`

This topic: `TWiki > ManagingUsers`

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Ideas, requests, problems regarding TWiki? Send feedback

Note: Please contribute updates to this topic on TWiki.org at TWiki:TWiki.ManagingUsers.