

More Information

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User Accounts

A login account is required to access any wiki space that is not public:

UCSF Faculty, Staff, and Students	Must use a MyAccess account: <ul style="list-style-type: none">To recover your username/password or activate your account, go to https://myaccess.ucsf.edu/.For account support, email itservicedesk@ucsf.edu or call (415) 514-4100
Other Universities	Users from the following universities can log in with their local campus account: <ul style="list-style-type: none">Berkeley LabBoston UniversityUC BerkeleyUC DavisUC IrvineUC Los AngelesUC MercedUC Office of the PresidentUC RiversideUC San DiegoUC Santa BarbaraUC Santa Cruz
Guest Accounts	Guest MyAccess accounts are available from UCSF IT for a fee of \$11 per user per month. To begin the process of getting a guest account for a user, the space administrator should send an email to iam-admin@ucsf.edu . For details about the guest account creation process and the information that will be required, go to UCSF IT's Guest Accounts page.

Space Types

These are the three basic types of spaces you can choose when you [request a new space](#):

	PUBLIC	LOGIN REQUIRED	PRIVATE
Description	Accessible to anyone	Accessible to all logged-in users	Accessible only to selected users
Default Permissions Structure	'Anonymous' has view permissions, and group 'confluence-users' has view and create permissions	Group 'confluence-users' has view and create permissions	Only individual users and groups (but not 'confluence-users') have permissions in the space
How to Grant Access to a New User	No action necessary	Make sure user has a valid login account (see User Accounts section above)	Make sure user has a valid login account (see User Accounts section above), then add user to a group or give individual user permissions
Additional Information	Wiki@UCSF policy is that anonymous users are allowed to view only. Users who want to comment or edit a page must have an account and log in.	In addition to all UCSF users, this type of space is visible to all users at universities in the User Accounts table above and users who have a guest MyAccess account.	Private spaces are invisible to anyone who has not been given access permission. They don't appear on other users' Dashboards or in search results.

Once a space has been created, you can also use permissions together with page restrictions to make a hybrid space by limiting access to certain sections of the space. For more information, see the [Space Administration](#) section of this space and the Confluence documentation on [Permissions and restrictions](#).

Please note that while the wiki is a free service offered by UCSF, it is intended to be used for active collaboration. If your space has not been updated for over a year, we will notify you that we intend to remove the space and offer you options for archiving it in PDF or HTML format.

Permission Types

When you [View/Change Permissions](#) for users and groups in your space, you'll see a screen like this:

	All		Pages		Blog		Attachments		Comments		Restrictions	Mail	Space	
	View	Delete Own	Add	Delete	Add	Delete	Add	Delete	Add	Delete	Add/Delete	Delete	Export	Admin
atlassian-staff	✓	✓	✓	✓	✓	✓	✓	✗	✓	✓	✓	✗	✓	✗
confluence-users	✓	✗	✓	✗	✓	✗	✓	✗	✓	✗	✗	✗	✓	✗

Here are descriptions of the various permission types. For additional documentation, see [Space Permissions Overview](#).

Category	Permission
All	<p>View gives you permission to access the content in this space, and see it in the space directory and other places like the dashboard.</p> <p>Delete own gives you permission to delete any pages, blogs, attachments and comments you've created in this space (regardless of whether other users have subsequently edited the content).</p>
Pages	<p>Add page gives you permission to create new pages and edit existing pages in this space (assuming the page is not restricted for editing).</p> <p>Delete page gives you permission to delete any page in the space.</p>
Blog	<p>Add blog gives you permission to create new blog posts and edit existing blog posts in this space (assuming the blog post is not restricted for editing).</p> <p>Delete page gives you permission to delete any blog post in the space. Delete permission is also required to move a page or blog to a different space.</p>
Attachments	<p>Add attachment gives you permission to upload (attach) files to pages and blog posts in this space.</p> <p>Delete attachment gives you permission to remove attached files from pages or blog posts in the space.</p> <p>People with only Add page or blog permissions can still insert existing attached files in the editor, and remove files from the editor, so they're not displayed on the page or blog post. They can't however upload a new file, a new version of the file, or delete the attached file itself.</p>
Comments	<p>Add comments gives you permission to add comments to a page, blog post or attached file.</p> <p>Delete comments gives you permission to delete any comment on a page, blog post or attached file.</p>
Restrictions	<p>Add restrictions gives you permission to apply page-level restrictions to a page or blog post. You can restrict a page for viewing, or just for editing.</p> <p>Delete restrictions gives you permission to remove restrictions from any page or blog post.</p>
Mail	<p>Delete mail gives you permission to delete mail items that have been archived in this space. This is not a commonly used feature.</p>
Space	<p>Export space gives you permission to export all the contents of the space to PDF, HTML or XML. This is different to single page exports - anyone who can view a page can also export it.</p> <p>Admin gives you permission to access all space administration tools, including things like permissions, templates, look and feel, and the ability to delete the whole space.</p>