

eduserv athens



# Getting Started with Athens

Version 1.2

## Eduserv Athens

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### 1. Introduction to Athens

The Athens Access Management System (AMS) simplifies access to your organisation's electronic resources. With a single username and password, your users can have single sign-on access to hundreds of online resources, many of which are portals that provide further access to hundreds of databases and tens of thousands of journals.

Whether your organisation has recently registered with Athens or is about to do so, we recommend that you read this document, which is intended to:

- familiarise you with the Athens facilities
- guide you through some of the issues you need to consider when setting up Athens accounts for the first time
- show you how the Athens administration tools can help you address these issues.

The Athens facilities are available using a web browser and no special software is required.

#### 1.1. Decide on your approach

There are a number of factors to be considered:

- How will Athens accounts be created?
- Who will act as the Athens administrator?
- How will user support be delivered?
- Can Athens be used alongside other authentication tools?

#### 1.2. How will Athens accounts be created?

There are four options:

- Manual creation of personal accounts
- Bulk Upload
- Self registration
- Use a Local Authentication system (AthensDA)

##### 1.2.1. Personal accounts

Personal accounts can be used anywhere there is an internet connection and have no IP address restrictions. As the name implies, they are designed to be given to individuals, and **must** not be shared. This is the preferred approach because it makes users individually accountable and measurable, as well as making your services more accessible.

You need to consider how many of your users require an Athens personal account. If it is a small number (less than twenty, for example), you could decide to create them individually by using the relevant form in the Athens administration interface.

If, however, you need to create a larger number of accounts, you should consider ways of managing this. You could upload Athens accounts directly into the Athens database, using existing data sources to supply the bulk of the data. Examples of data sources you might use are the library, personnel or student record databases. You can create Athens usernames and passwords yourself (perhaps to mirror a local username/password), or let Athens generate them for you automatically. For more information on this function, see section 1.2.2.

Both of these methods can automatically send an email to the user at the email address registered with the account. The email includes either a secure activation code (recommended) or the Athens account username and password depending on the type of activation you have chosen, the URL for the MyAthens Portal and contact details for the user's Athens administrator. You can tailor the email message in the administration interface to include information relevant to your organisation.

Alternatively, you can enable your users to create their own accounts by setting up a self-registration account, which acts as a template for the personal accounts users create for themselves. For more information on self-registration, see section 1.2.3.

### 1.2.2. Bulk uploads

The bulk upload facility enables you to create large numbers of Athens user accounts automatically.

There are several different bulk upload transaction types. For example:

- you can submit a minimum amount of information (forename, surname and email address), and the username and password will be generated automatically.
- or you can submit more information, e.g. specify different user groups or permission sets for your accounts

Bulk upload files are used most efficiently when they are created using data that already exists in your organisation, such as the library, personnel or student record databases. You will need to ask the department responsible for those systems if they can supply the data you require. The files need to be in tab-delimited text format to keep the file sizes small.

Since you will be dealing with personal user data, you will need to be aware of data protection legislation.

### 1.2.3. Self-registration

If you decide that you have too many users to create personal accounts manually but would rather not use the bulk upload facility, you can distribute the workload by allowing users to create their own personal account. We call this self-registration. Rather than creating Athens accounts on demand, you let users create their own accounts.

Self-registration is a secure option. It requires a username and password and it is restricted geographically by entering IP addresses into the account configuration. The IP address range could be an entire campus, or relate to a few PCs in the Library. This means that your users can only self-register from your organisation's premises.

Although self-registration can only be used from IP addresses (locations) you specify, the personal accounts they create do not have any geographical restrictions. So, in common with personal accounts created by any other method, they can be used anywhere with an internet connection.

In the first instance, you need to create a self-registration account, which in effect is like setting up a template. By giving the self-registration account certain properties, such as a permission set, expiry date or user group, you can ensure that the personal accounts using this template will inherit the same properties.

Users log into MyAthens where they are presented with a form. This form allows them to choose their own username and password, and when the user submits the form, an email with their chosen username and password is sent to them automatically as a reminder of this information.

Although self registration is a useful tool, it should be monitored to prevent users registering for a new account if they forget their username and/or password. Users should be encouraged to contact their Athens administrator if they forget their account details; see section 3.3. *Supporting your users* for more details.

### 1.2.4. Access accounts

Access accounts are designed to be shared by groups of users (e.g. visiting lecturers, walk-in users, people on short courses, etc.), and can be restricted for use within your organisation only, for example within a campus or company firewall. This is done by adding an IP address to the account details that will restrict where the account can be used from. This approach has two benefits:

- You only need to create one account with one username and password that can be used by many users; you therefore have only one username and password to support.
- The account is IP-restricted, so it cannot be used outside your organisation's firewall.

Although useful in some circumstances, we do not advise organisations to use access accounts in preference to personal accounts unless this is strictly necessary. Access accounts do not give the flexibility of personal accounts as they offer no personalisation; their use is restricted geographically; and resource usage by individuals cannot be measured. Additionally, some resources can only be accessed by personal accounts..

### 1.2.5. Local Authentication systems

If your organisation already has an established set of usernames and passwords, for instance for network PCs, for the organisation's portal or Virtual Learning Environment, it may make more sense to enable these usernames for access to Athens protected resources, rather than create a new set of usernames and passwords that will need to be managed separately. This is often called devolved (AthensDA) or federated authentication. Information on Athens Local Authentication options is available at [http://www.athensams.net/local\\_auth/](http://www.athensams.net/local_auth/).

## 1.3. The Athens Administrator

The Athens Administrator is the main point of contact between Eduserv Athens and your organisation. This is an individual or team nominated by the organisation to be responsible for the management of Athens accounts for their organisation.

The primary responsibilities of the Athens administrator are:

- To enable access to online resources for their organisation's users according to the Eduserv Athens administrator terms and conditions of use (see [http://www.athensams.net/terms\\_and\\_conditions](http://www.athensams.net/terms_and_conditions))
- To provide first-line support to these users.

The majority of Athens administrators work in their organisation's library. Alternatively, organisations place Athens administration in their computing services department. A common feature of these two services is that they both have support operations already in place, which is a primary consideration in deciding where Athens administration should be located.

All the tools needed are available online in the Athens administrator interface. The interface uses SSL encryption on all pages to ensure the secure transmission of data between your browser and the Athens database. This helps your organisation comply with data protection legislation. See <http://www.athensams.net/privacypolicy.html> and <http://www.athensams.net/security.html> for more information on the Eduserv Athens security and privacy policies. Some of the data files available from the Athens administrator interface are in tab-delimited text format, and are intended to be viewed in a spreadsheet application such as Microsoft Excel.

## 1.4. Supporting your users

Athens administrators are responsible for:

- User administration
- Creation of new Athens accounts
- Allocation of online resources to Athens accounts
- First line of support for the end user
- Investigation of cases of suspected abuse of Athens accounts or resources

Support for your organisation's users is devolved to the Athens administrator because the Eduserv Athens Service Desk has no means of verifying their status with your organisation. Therefore, anyone from your organisation who contacts the Eduserv Athens Service Desk will be referred to their Athens administrator using the contact details provided on the Athens administrator registration form. More information on supporting your users is available in section 3.3, including a checklist to use when troubleshooting a query.

### **1.5. Using Athens alongside other authentication tools**

Although we recommend using the Athens service to enable access to all your online resources, it does not need to replace existing authentication tools. For example, IP authentication is a common tool offered by many Data Service Providers (DSPs), and can work alongside Athens.

IP authentication is a popular tool for the following reasons:

- It is easy to set up: all you need to do is register your organisation's firewall address with the DSP, who will then allow anyone coming from that IP address to log into their service with no need for a username and password.
- It is easy for users: simply click on a link that is supplied by the DSP.
- It is easy for you and your colleagues to support.

However, there are some disadvantages:

- It is insecure – anyone could be mimicking your organisation's firewall IP address.
- No secure personalisation is available to your users. As far as the DSP is concerned, all your users are represented by a single record for your organisation. So even if it is possible to save searches or other personalisation features, these may be changed or even deleted by other users at your organisation.
- No remote access. By its very nature, IP authentication does not allow your users to login from home, or anywhere else outside your organisation's firewall.
- No differentiation between user groups. Because all your users are represented by a single record for your organisation, the DSP cannot differentiate between different groups of users, e.g. staff and students, or users working in different subject areas or professions.

Your organisation may be using resources that have not implemented Athens, and which are accessed with usernames and passwords issued by the supplier. Your users will need to continue using these other username and password schemes, but if you would like these resources to use Athens, then you should contact the Eduserv Athens Service Desk so we can give our sales team the relevant supplier contact details.

## 2. Familiarise yourself with Athens

### 2.1. Using an Athens administrator account

You will need an Athens administrator account which can either be supplied for trial use or when your organisation has registered for Athens. For more information on registration procedures, see section 3.1 – *Register your organisation*.

To use your Athens administrator account to create and manage Athens user accounts, go to <http://www.athensams.net/> and click on the 'Administration site' link in the left hand column. Enter your Athens administrator account details in the form that appears, noting these two points:

- Athens passwords are case-sensitive.
- We recommend that you do not use your browser's password manager to remember any Athens username and password, as anyone gaining access to your PC could then also gain unauthorised access to the Athens administrator area, as well as the licensed resources Athens protects.

Access to the administrator area will be allowed from the IP address(es) you supply on the administrator registration form. If you see an error message while logging in, it may be because you have entered the username or password incorrectly, or your IP address has changed since you completed the registration form. The error message will tell you what the nature of the problem is, but please contact the Eduserv Athens Service Desk if you continue to encounter login difficulties.

When you have successfully logged in for the first time, the first thing you should do is change your Athens administrator password so that it is personal to you. You can do this by clicking on the **My administrator account details** link in the 'Registration maintenance' section of the home page. You should also take the opportunity to check that the other details on this page are correct.

You should also enter contact details so your users can get in touch with you or a local service desk if they are having problems. You can do this by selecting the 'Organisation contact details' link in the same section on the Home page. Information you enter here will be displayed for Athens users searching for your organisation at <http://auth.athensams.net/orglist.php> (they may do this if they select the 'Login help' link on each Athens login page) and in MyAthens (see section 2.7 – *MyAthens*).

### 2.2. The Athens administrator interface

The navigation bar at the top of the administrator interface pages includes drop-down menus that appear when you move the mouse cursor over the links. Your browser needs to be JavaScript-enabled for this, although there are alternative pages if it isn't.

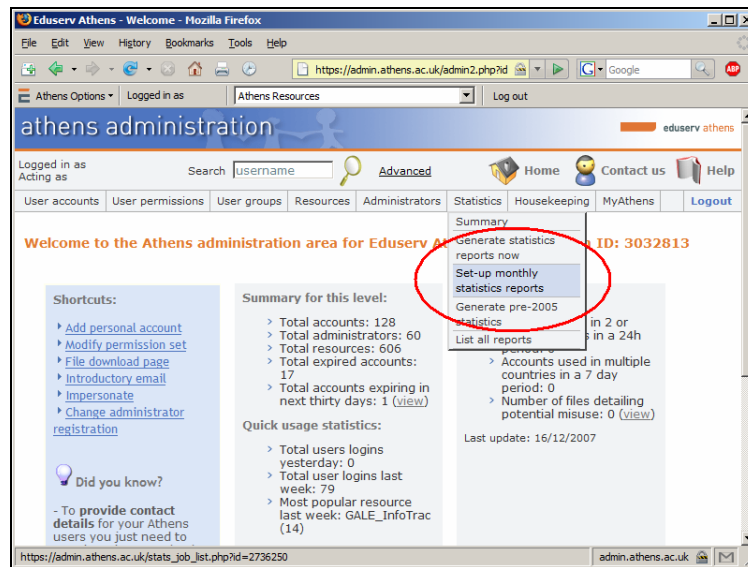


Figure 1: Drop-down menus appear on every page

## 2.3. Help

Context-sensitive help is available throughout the administrator interface and should be consulted when tackling functionality you are not familiar with, to enable to use it to its full potential. Clicking on Help in the top right hand corner of the page will display the relevant section of the Help file in a separate window.

You should also be aware of the Eduserv Athens FAQ (<http://www.athensams.net/libraries/faq>) and the Glossary (<http://www.athensams.net/glossary>), as these documents give useful information and answers to common queries from other administrators.

If you are still having problems after checking the online help or cannot find the information you need, the Athens Service Desk will be happy to help or point you in the right direction.

## 2.4. Trialling the administration interface

If your organisation does not subscribe to one or more Athens protected resources, your administration area will be populated with some Athens protected resources for you to trial. Please note that in order to log in to any resources, you need to create a permission set and your own personal account (administrator accounts cannot be used to access resources). Without a permission set an account is unable to access any resources.

## 2.5. Creating a permission set

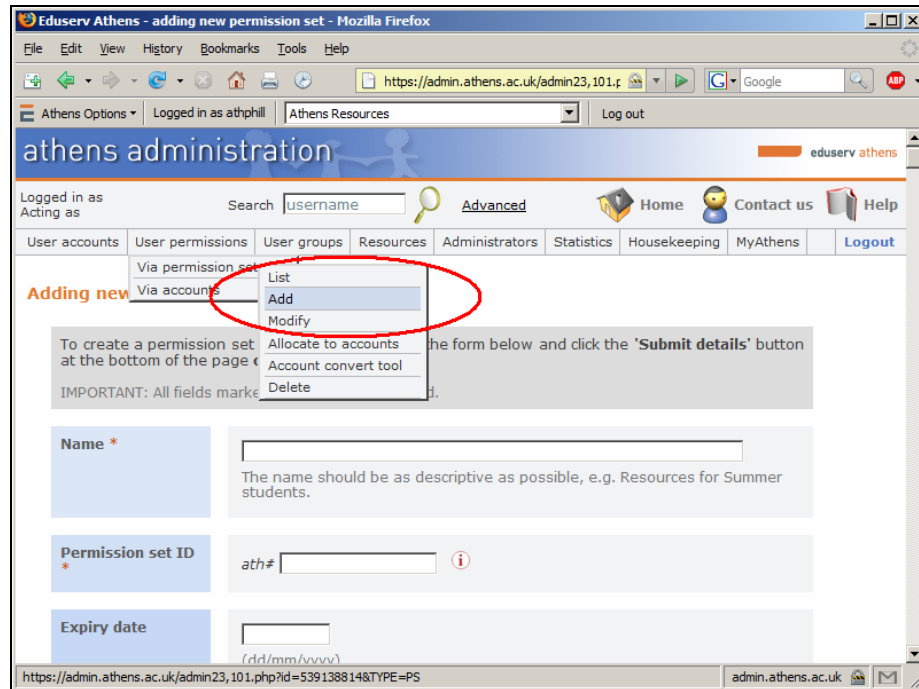
An Athens permission set defines a set of resources that your users have permission to access with their Athens accounts. You need to set up at least one permission set so that you can allocate it to user accounts by default when you start creating them.

A permission set can be allocated to any number of Athens user accounts. This means that when you make changes to a permission set, such as adding or removing resources, it will immediately affect all the Athens user accounts that the permission set has been allocated to.


You can use permission sets to control access to specific resources for different subsets of your users. Some resources have licence conditions restricting access to certain users (this may be determined by the user's profession, course subject area, etc). It would not be appropriate to allocate

such resources to a default permission set that all users have access to. By creating an additional permission set with access to a restricted resource, you can allocate it to eligible users only (see section 4.2 – *Using multiple permission sets*).

To create a permission set, select **User permissions | Via permission sets | Add**.



**Figure 2: Adding a permission set**

You will need to think of a descriptive name and a permission set ID. Fields marked with an asterisk (\*) are mandatory. If you are unsure about any part of the form, click on the  icon adjacent to the field for advice. These fields are also explained in more detail in section 4.3 – *More about permission sets*.

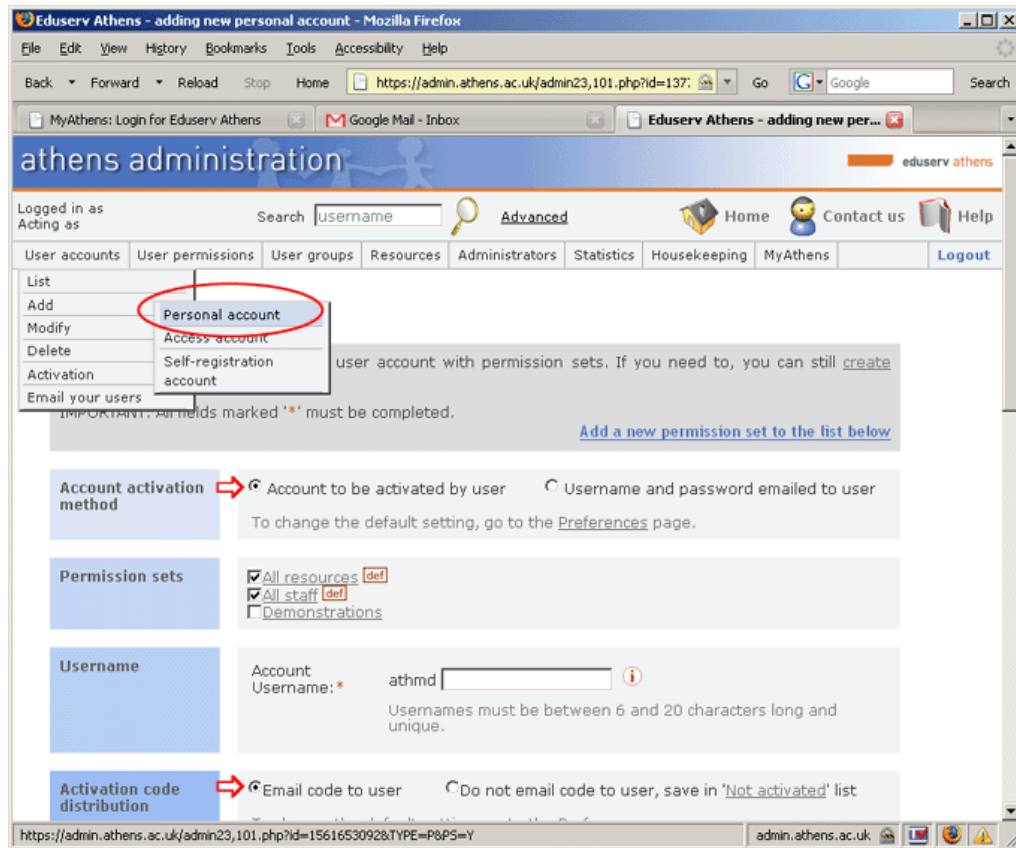
The lower half of the form displays the list of the resources that have been allocated to your organisation, and you should select these as appropriate for the users concerned, e.g. you might select all of them if you are creating a default permission set for use by all your users.

When you are satisfied that the permission set has the correct information, click on one of the 'Submit details' buttons at the bottom of the page.

Now you have created your first permission set, you are ready to create your first personal account.

## 2.6. Creating a personal account

To create your own personal account, select **User accounts | Add | Personal account**.



**Figure 3: Creating a personal account**

You will need to think of a username and password for your account, and also fill in your own personal details. Please note that personal accounts can be activated in two ways:

- an email is sent to the user with an activation code embedded in a URL (recommended)
- an email is sent to the user with the username and password (for immediate use but less secure)

If you wish, you can also set up user accounts to be activated by users in advance, for example, they can be set up in July for distribution in October. Instead of sending the email to the users, you can then save the accounts in a 'Not activated' list for later use (see figure 3 above).

Context related help is available from the Help link.

After you have created your personal account, you should check that it is working by using it to log into MyAthens (<http://auth.athensams.net/my/>). Please remember that your final username includes the prefix that appears outside the box when you are creating it.

Note: At busy periods it may take a few moments for a new account to become fully active.

## 2.7. MyAthens Portal

MyAthens provides a simple interface for any user with an Athens account (except Administrator accounts). It offers the administrator a way of promoting the online resources available to each user as well as their own local information via panels that can be set up in the administration area.

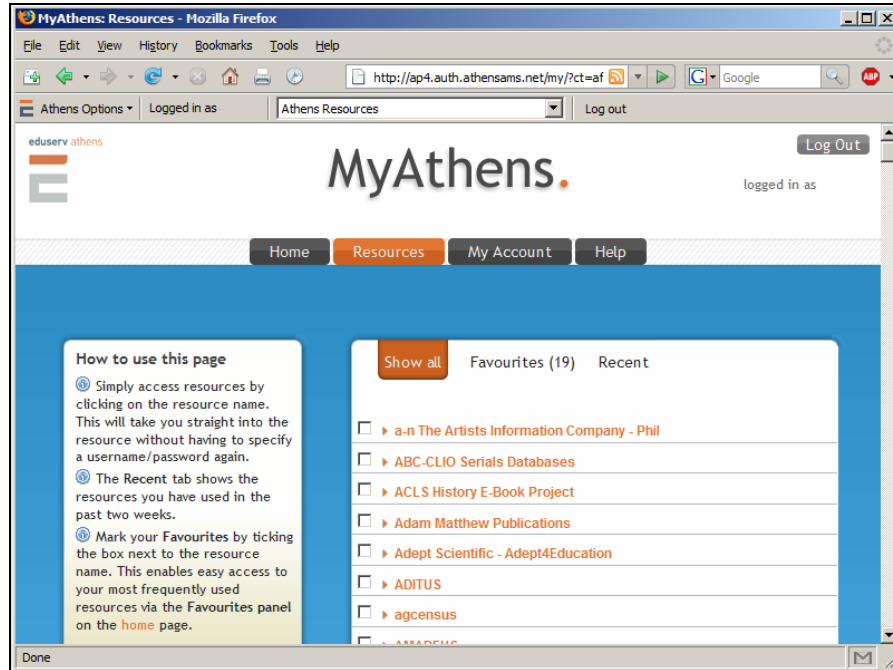


Figure 4: MyAthens menu item

To create organisation panels a MyAthens menu item is available in the navigation bar. This will only be displayed to top level administrators and administrators of an 'organisation'. Other sub-administrators will not have access to this functionality as it is driven by their top-level administrator.

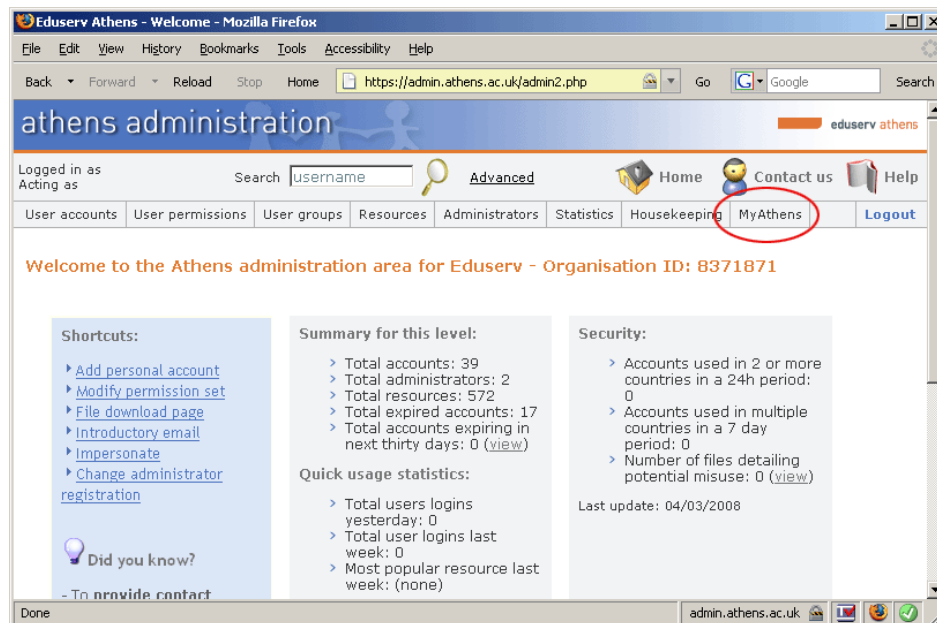


Figure 5: MyAthens

MyAthens offers the following features:

- **Login page** – The default login page displays the login box panel as well as two additional panels for information about MyAthens and the user's organisation details (these are picked up automatically by IP address recognition). You can also add your own organisational panels to be displayed on this page (before login) via the administration area. These could include your organisation logo, local news, etc.
- **Login help** - provides general troubleshooting help on how to login as well as a link for users to reset forgotten passwords.
- **Home page** - This is the default start page in MyAthens, although you or your users can also specify that the Resources page (Figure 4) should be their default start page. The Home page displays a number of panels that can be arranged or removed by the user.

The basic panels are provided by Eduserv but it is also possible for you to create panels on this page with information such as news, instructions or RSS feeds that you want your users to see. In addition, users are also able to add panels with their favourite RSS feeds if they wish. See the MyAthens section in the Help for more information on creating MyAthens panels.

- **Resources list** - This page displays a link for each of the resources in any permission sets assigned to the account. Clicking on any of these links will automatically log you into that resource. NB: some Athens-protected resources require a separate registration, but once you have done this, the registration will be recorded against your account so you shouldn't have to repeat this.
- **My Account** - Users can change the password allocated to them by entering the existing password, followed by their choice of new password. This page also shows the user the email address and expiry date recorded in the account details, plus contact details for the Athens administrator who 'owns' the account. User are also able to change their email address but this facility can be removed by the administrator via the administration interface if they so wish.
- **Help** - Displays help for MyAthens.



Figure 6: MyAthens login page

## 2.8. Accounting for usage - Athens usage statistics

Athens provides comprehensive usage statistics for administrators. These statistics offer you the opportunity to understand better who uses your services, to detect misuse or simply to judge the cost-effectiveness of your resources.

Select the **Statistics** menu item in the administration area to generate Athens usage statistics in a variety of report types which can be viewed online, as a PDF file or in a spreadsheet.

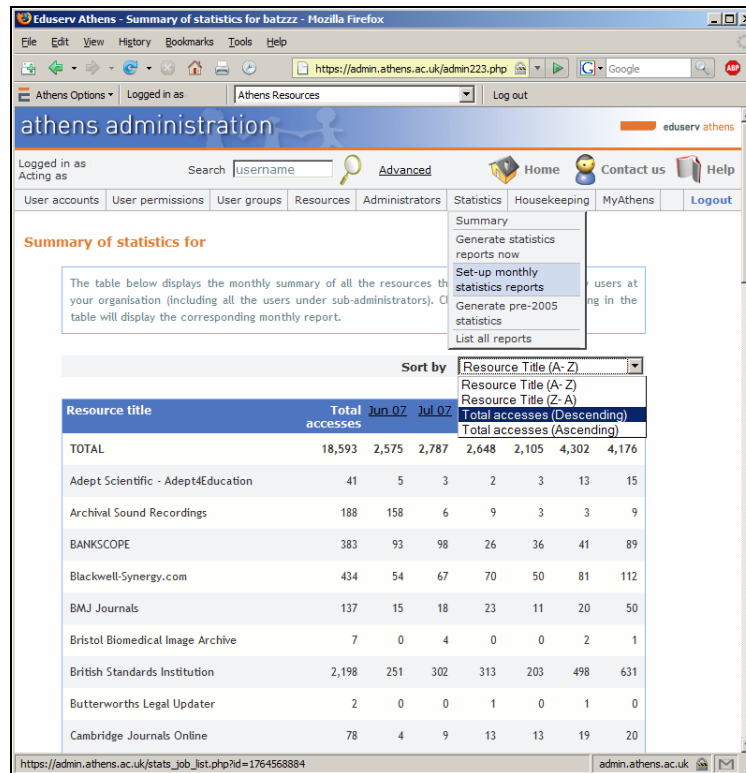


Figure 7: Generating Athens usage statistics

**2.9. Checklist**

Checklist item	Items for consideration
Decide on your approach to creating user accounts	<ul style="list-style-type: none"> <li>• Number of user accounts required</li> <li>• Primary method of creating user accounts</li> </ul>
Register your organisation with Eduserv Athens	<ul style="list-style-type: none"> <li>• See <a href="http://www.athensams.net/sitereg.html">http://www.athensams.net/sitereg.html</a></li> </ul>
Request Athens access for existing subscribed resources	<ul style="list-style-type: none"> <li>• Contact Data Service Providers (DSPs) to arrange access</li> </ul>
Familiarise yourself with your Athens administrator account	<ul style="list-style-type: none"> <li>• Log into the Athens administration interface and practice creating user accounts, permission sets, etc.</li> <li>• Consult the Help where necessary</li> <li>• Read the Athens FAQ (<a href="http://www.athensams.net/libraries/faq">http://www.athensams.net/libraries/faq</a>) and Glossary (<a href="http://www.athensams.net/glossary">http://www.athensams.net/glossary</a>)</li> </ul>
Create your own personal account for accessing subscribed resources	Check that you can log into MyAthens, ( <a href="http://auth.athensams.net/my/">http://auth.athensams.net/my/</a> ) with your account and that you can also access services available to your Athens account
If using self-registration or bulk uploads, organise trial run to create user accounts	Create a small number of test accounts for yourself and colleagues
Create and distribute user information, including the MyAthens URL ( <a href="http://auth.athensams.net/my/">http://auth.athensams.net/my/</a> )	Use your intranet to provide information on how users can obtain an Athens account, and include a link to MyAthens
Include Athens support information in Service Desk procedures	Distribute the troubleshooting advice in section 3.3 – Supporting your users

### 3. Next Steps

#### 3.1. Register your organisation

Once your organisation has decided to use Athens, you will need to agree commercial terms with the Eduserv Athens sales team, who can be contacted at [athenssales@eduserv.org.uk](mailto:athenssales@eduserv.org.uk). Then you need to register your organisation with Eduserv Athens by completing and returning these documents:

- the Eduserv Athens account management licence
- the Eduserv Athens administrator registration form

Details of our registration procedures can be found at <http://www.athensams.net/sitereg.html>.

When we have received these documents, the Eduserv Athens Service Desk will send details of the Athens administrator account for your organisation to the person nominated on the registration form.

#### 3.2. Enable Athens access to your existing online resources

Your organisation may already be using Athens protected resources, perhaps through IP authentication, or usernames and passwords issued by the Data Service Providers (DSPs). You should check the list at <http://www.athensams.net/allresources>.

If any of the resources your organisation subscribes to is on the list above, you should contact the DSP and inform them that you want to include Athens as one of your organisation's methods of using their resource.

#### 3.3. Supporting your users

It can sometimes be difficult to determine exactly where a problem has occurred when a user reports a difficulty. Was it with Athens? Was it with the service the user was trying? Was it with your organisation's network, or perhaps your user's home internet connection?

Athens administrators can resolve most support calls by following these guidelines, which are intended to help diagnose where the problem exists. The first question you should ask is: Did the problem occur when logging in, or while using the service after logging in?

- If the answer is "while logging in", then you will need to obtain more feedback from the user (see next point).
- If the answer is "while using the service", then you will need to refer the problem to the service provider. This is because Athens is only invoked when a user is trying to gain access to a service, either when logging in at an Athens authentication point or after having already logged in at MyAthens. Once a user gains access to a service, their interaction with Athens is over until they connect to another Athens-protected service.

##### 3.3.1. Obtaining useful troubleshooting information

Having determined that the problem occurred while the user was logging in; do you now have sufficient information from the user to diagnose the problem? The minimum required for troubleshooting is:

- Can the user login to MyAthens?
- the Athens username used in the login attempt (Passwords MUST always remain private)
- the exact text of the error message
- the name of the resource the user was trying to access
- whether this resource is accessible via MyAthens
- the URL (web address) the user was trying to log in at, e.g. <http://www...>
- the date(s) and time(s) of the login attempt(s)

If you do not have this information, ask the user to provide all of the above. When you have this information, check the following:

- If the user can log in to MyAthens, you should ask the user to try selecting a number of resources listed there, including the one the user is reporting difficulties with. If access is unsuccessful for one service but successful for others, then you should contact the relevant DSP to report the problem.
- Does the username exist? This can be checked by searching for it in the Athens administration interface.
- Does the error message, if any, appear on an Athens page (i.e. does the URL of the page start with <http://auth.athensams.net/>)? If it is not, then it is unlikely to be an Athens-related problem.
- Has the user supplied the URL for an Athens-protected service or the address of a page with an Athens login link? Click it yourself to see what happens, the user may be logging in at the wrong place.
- If the user is reporting difficulties with a resource that they cannot see listed in MyAthens, then the account has not been allocated access to that resource.

Other things to consider:

- If the user has forgotten their password, or you suspect they have forgotten it (e.g. because the username definitely exists but the account is still not working), suggest that the user resets the password via the link on the Login Help (below the Athens login box)
- There are occasionally problems with Athens-protected services. An indication of this would be where a user can log into all their resources except one. Sometimes these are technical problems that the DSP is already aware of. You should contact the DSP to see if a problem has already been reported.
- Problems can also arise when access controls for a new subscription have not been updated in the DSP's customer records. One indication of this is when the user can log into the service but they do not see the journals/databases etc they are expecting to see. These issues must be referred directly to the DSP, as Athens has no control over access to internal features of a service.
- Your organisation's range of IP addresses may have changed without the Athens administrator being notified, which results in self-registration and access accounts being disabled. When you have obtained the new IP address(es) from your network team, you can update the affected accounts in the Athens administrator interface by selecting **User accounts | Modify**.
- IP address changes can also result in administrator accounts being 'locked out' of the administration area. This can be resolved by contacting the Eduserv Athens Service Desk, who will update your administrator account with the new IP address(es). If you know in advance of such a change, you can update your own account in readiness.

Finally,

If you have tried the suggestions above and you still cannot resolve the problem, you should contact the Eduserv Athens Service Desk at [athenshelp@eduserv.org.uk](mailto:athenshelp@eduserv.org.uk). Please ensure that you include all of the minimum information specified in section 3.3.1 - *Obtaining useful troubleshooting information*.

## 4. More about resources and permission sets

### 4.1. Allocating new resources to users

The Athens administrator is always responsible for granting access to new resources for their users. You might have contacted a DSP to request the addition of Athens authentication to an existing subscription; or your organisation might have purchased a subscription to a new resource. In either case, the procedure required to allocate resources to users is the same:

- The DSP grants access to that resource for your organisation's Athens administrator account and an automated email is sent to the Athens administrator to inform them that access can now be granted to the organisation's users. Included in the email are instructions on how this can be done
- You are then responsible for granting access to the appropriate users. You do this for your users by adding the resource to one or more permission sets. There are several ways of doing this, but the most common methods are:
  - If you only use one permission set, select **User permissions | Via permission sets | Modify**, and select your permission set. You will see the unchecked resource listed with the others; simply check the relevant box and click on the Submit button.
  - If you are using more than one permission set and the resource is available to all of your users, you can add the resource to all your default permission sets by selecting **Resources | Allocate to permission sets | select 'Modify allocation' link for relevant resource | Allocate to all default permission sets** in the administration interface.

If the new resource must only be made available to certain users, read the next section, which describes various ways you can do this.

### 4.2. Using multiple permission sets

Does your organisation subscribe to online resources that are restricted to certain users? Some journals and databases are restricted to specific users, for example to control the number of users logging into the resource, or because the content is of a sensitive nature. You will need to ensure that access to these resources is limited to the users specified in the resource's licence conditions.

You can ensure that your organisation adheres to such licence conditions by creating a permission set that has access to a restricted resource, which you can then allocate to the appropriate user accounts. There are two main approaches to this:

- create a default permission set that has access to the resources that all your users are eligible to use, and ensure that this permission set is allocated to all your Athens accounts. Then create a second permission set that only has access to the restricted resource/s, and allocate this permission set only to eligible users (you should take care to ensure that the second permission set is not flagged as a default permission set). This approach would mean that some Athens accounts would have two permission sets allocated but this will not cause any technical problems.
- alternatively, if you preferred to have just one permission set allocated to each of your Athens accounts, you could create a permission set that had access to the resources that all your users are eligible to use, and then create a second permission set that had access to the same set of resources, plus the restricted resource. You can then allocate either permission set to the appropriate users.

### 4.3. More about permission sets

As well as specifying a set of resources, permission sets have other properties as well.

#### Set as a default

Marking a permission set as default has a number of advantages:

- when you create a user account manually in the administration area, a default permission set is automatically selected for allocation to that user account.
- one of the interface functions allocates resources to all default permission sets in a single action, so it is simple to enable access to a new resource for all your users.
- you can create bulk upload files that automatically allocate a default permission set to the accounts you are creating. This simplifies the process of generating bulk upload files (see section 1.2.3 – *Bulk uploads*).

#### Expiry dates

Unlike Athens accounts, where the expiry date is mandatory, a permission set expiry date is optional. This is intended to give Athens administrators additional flexibility in allocating access to resources. On the date entered in this field, the resources listed in the permission set will become inaccessible to the user accounts via this permission set.

#### User attributes

Attributes associated with permission sets allow you to specify additional information about the related users that DSPs can read. If you wish to use these attributes, then you will need to create one permission set for each attribute.

Currently there is only one permission set based user attribute: Role = Student. More attributes will follow, and as an Athens administrator you will be automatically informed about the introduction of new attributes.

We anticipate that DSPs will start to use attributes to allow access to additional functions and/or resources. When this occurs, they will be sure to inform their customers on their use of attributes.

If you are unsure how to use attributes, or you have not been advised on how to use them by a DSP, you should leave them unselected. Incorrect use of attributes may lead to an unintentional breach of licence conditions for one or more resources.