

# How to provide access in confluence

Prerequisites:

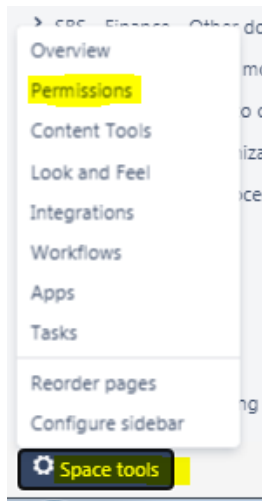
Check if the page title or URL of the article is shared, if not get from the user

Follow the below steps for providing access in Confluence.

Step 1 : Go to the particular page for which user needs access.

Step 2 : Then click on " Space Tools " which is present at the left bottom side of the particular page

Step 3 : After that click on " Permissions" from the space tool menu



Step 4 : After clicking permission you will be able to see the Groups associated with the space and Validator's(Space owners) name for the particular space.

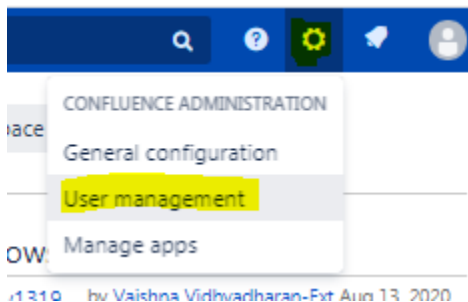
Step 5 : Get approval from any of the space owners for the space user requested access.

**Note: If requester is one of the admin of the space, then we can skip validation process and give access directly.**

Step 6 : Once it is validated go to the the confluence home page (<https://wiki.solvay.com/>)

Step 7 : Click on the setting menu which is present at the right side.

Step 8 : Then click on "User Management" from the settings menu



Step 9 : After that search with user ID, Name, or email id of the user in Find user tab.

Step 10 : Then click on search

# Users

[List Users](#) [Add Users](#) [Invite Users](#) [User Signup Options](#) [Unsynced from Directory](#)

## Find User

Find User

Search for users by their user details eg: bob, Bob Smith, bob@example.com

[Search](#)

[Show all users](#)

Step 11 : After clicking on search you can able to see the user details

Step 12 : Double click on the particular user name

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### Find User

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| User                     | Username | Email                               |
|--------------------------|----------|-------------------------------------|
| Vaishna Vidhyadharan-Ext | invv1319 | vaishna.vidhyadharan-ext@solway.com |

Step 13 : For adding user in the particular group click on " Edit Groups "

## View User: invv1319

[Back to Users](#)

[View Profile](#) [Edit Groups](#) [Edit Details](#) [Set Password](#)

User invv1319

Full Name Vaishna Vidhyadharan-Ext

Email vaishna.vidhyadharan-ext@solway.com

Directory Confluence Internal Directory

Created Apr 17, 2019 02:08

Last Updated Oct 03, 2019 10:50

Login **Last Login:** Sep 14, 2020 09:46

**Last Failed Login:** Aug 13, 2020 09:52

**Total Failed Login Count:** 2

**Current Failed Login Count:** 0

Groups  confluence-administrators  
 confluence-users

Step 14 : It will display a set of Groups which is available in Confluence

Step 15 : Select the group from the space and give access as per user's request(Contributor/Approver/Validator)

Example:

## Edit User Groups : invv1319

[Return to view user: invv1319](#)

Select group memberships for **invv1319**

- ☐ administrators
- ☐ apimgmt-contributors
- ☐ aroma-bi-contributors
- ☐ bi-administrators
- ☐ bi-cgl-hr-contributors
- ☐ bi-cgl-nonhr-contributors
- ☐ bi-hr-contributors
- ☐ bi-hr-readers
- ☐ bi-maintenance-contributors
- ☐ bi-nonhr-contributors
- ☐ bi-team-administrators
- ☐ cgl nonsap web
- ☐ cgl-trainers-viewers
- ☐ commeditorialguidelines-contributors
- ☒ confluence-administrators

Step 16 : After selecting the groups, Click on the "Save button" which is present at the bottom for saving all the changes.

☐ w3c-readers

☐ web contribution team

☐ web-vanenburg-contributor

☐ webcc-contributors

☐ webmethods-b2b-team

Save

Select All Groups · Deselect All Groups

Step 17 : Once it is done, User will get the required access.

The same has to be informed to the user through Helix ticket.