

## Wordpress for EdTA

### How to give people access to your wordpress site

You might want to share your site with colleagues or friends to gain feedback – or to help them write their letter of support for you (refer to the template and information on letters of support in Handbook B for this too).

Because EdTA wordpress is protected from global view by the EASE/MyEd security, giving people access to your site is slightly manual. To reduce risk of error, we like to do this for you but we need some information.

\*\*\*\*\*

For University of Edinburgh colleagues, it is quite simple. Please send an email to [iad.cpdframework@ed.ac.uk](mailto:iad.cpdframework@ed.ac.uk) asking us to give your colleague access to your site. You need to give us their email address and their UUN. They will be given access to your site as a 'subscriber' – meaning they cannot edit the content. You will need to let us know if you want them to have access only for a restricted time period or not.

\*\*\*\*\*

For those external to the University of Edinburgh, they need to have official visitor registration first – so they can access the UoE computing systems. Your colleague will need to understand that their access to your site means they agree to the UoE computing regulations. They'll get an email on this.

To gain visitor registration, we need their name, their email address and their current institution of work. Please email this to [iad.cpdframework@ed.ac.uk](mailto:iad.cpdframework@ed.ac.uk)

We will then arrange for their access to your wordpress site – for a limited time only. Visitors only gain limited time access to UoE computing systems – but we can ask for the time period relevant to your submission.