

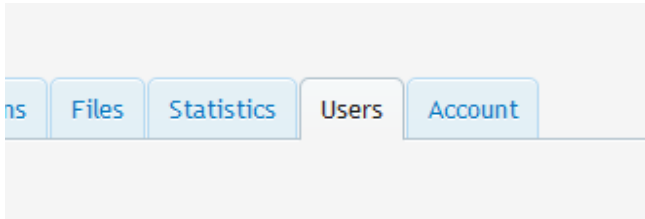


# **Denit handleiding gebruikers en gebruikersrollen aanmaken in Plesk 12**

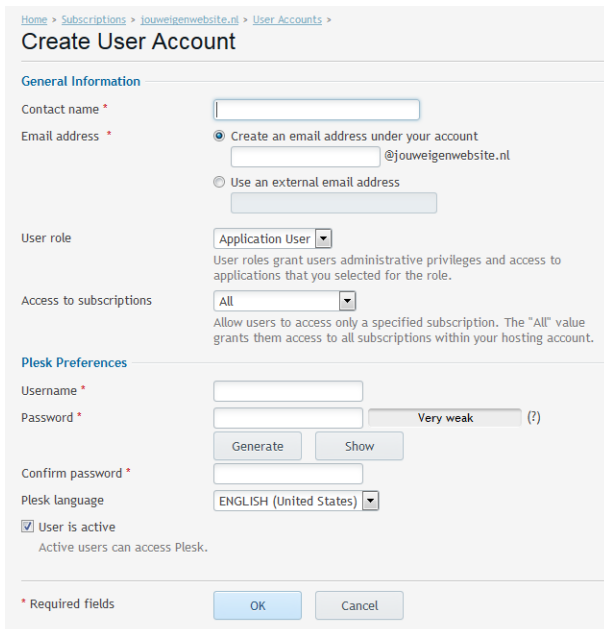
Deze handleiding beschrijft de stappen die u dient te nemen om een extra Plesk gebruiker aan te maken en/of verschillende rollen aan een gebruiker toe te kennen.

## Gebruikers aanmaken in Plesk

1. Wanneer u bent ingelogd in Plesk gaat u naar het tabblad “Users”.



2. Klik vervolgens op “Create User Account”.

A screenshot of the "Create User Account" form in the Plesk control panel. The form is divided into two main sections: "General Information" and "Plesk Preferences".  
**General Information:**  
- "Contact name" has an empty text input field.  
- "Email address" has two radio button options: "Create an email address under your account" (selected) and "Use an external email address". The first option has a text input field followed by "@jouweigenwebsite.nl".  
- "User role" has a dropdown menu set to "Application User". Below it is a note: "User roles grant users administrative privileges and access to applications that you selected for the role."  
- "Access to subscriptions" has a dropdown menu set to "All". Below it is a note: "Allow users to access only a specified subscription. The 'All' value grants them access to all subscriptions within your hosting account."  
**Plesk Preferences:**  
- "Username" has an empty text input field.  
- "Password" has an empty text input field, a "Generate" button, a "Show" button, and a strength indicator showing "Very weak (?)".  
- "Confirm password" has an empty text input field.  
- "Plesk language" has a dropdown menu set to "ENGLISH (United States)".  
- There is a checked checkbox for "User is active" with a note: "Active users can access Plesk."  
At the bottom, there is a legend for "\* Required fields" and two buttons: "OK" and "Cancel".

3. Het E-mailadres wordt de username om in te loggen in Plesk.  
De “User role” bepaalt welke rechten u krijgt binnen het Plesk controlepaneel.

4. Vul achter "Password" een door u gekozen wachtwoord in en bevestig dit wachtwoord door deze opnieuw in te vullen achter "Confirm Password".

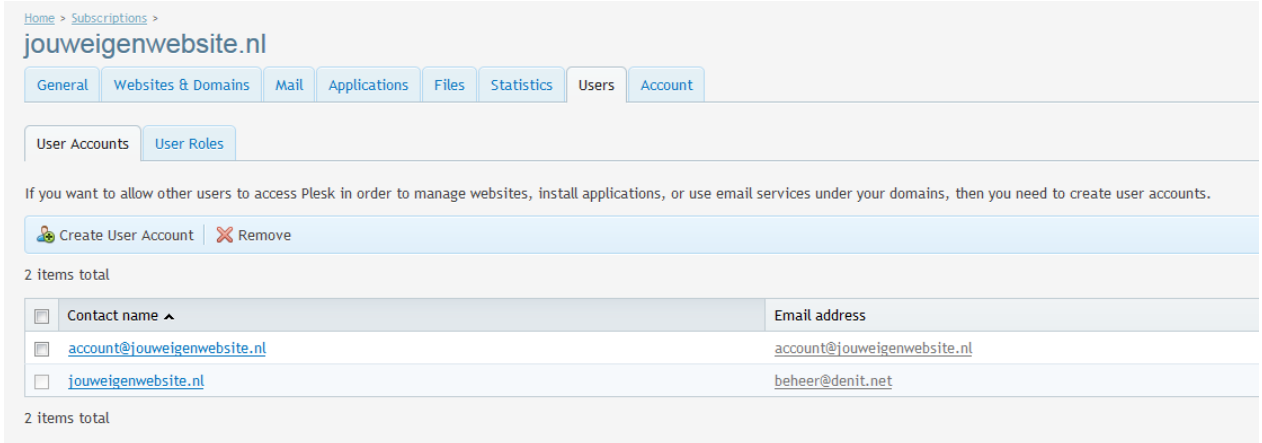
Klik vervolgens onderaan op "OK" om het wachtwoord op te slaan.

U kunt dit proces herhalen voor al uw E-mail adressen die toegang tot het Plesk controle paneel nodig hebben.

Vervolgens klikt u op het tabblad "Websites & Domains" om weer naar het hoofdmenu te gaan.

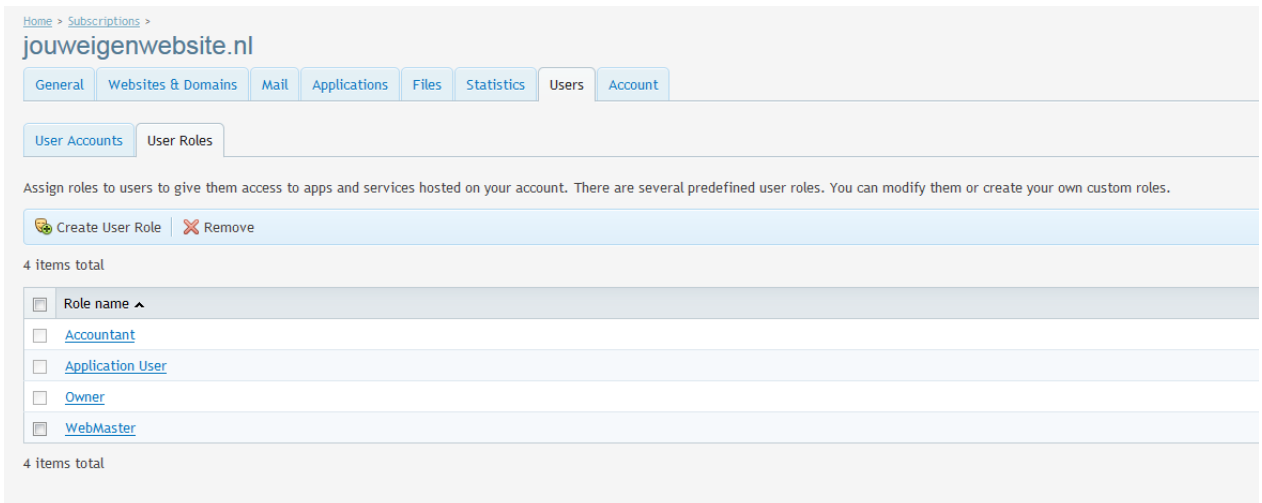
## Gebruikersrollen aanmaken in Plesk

1. Wanneer u bent ingelogd in Plesk gaat u naar het tabblad “Users”.

This screenshot shows the 'Users' tab in the Plesk control panel for the domain 'jouweigenwebsite.nl'. The breadcrumb trail at the top reads 'Home > Subscriptions >'. Below the domain name, there are tabs for 'General', 'Websites & Domains', 'Mail', 'Applications', 'Files', 'Statistics', 'Users' (which is active), and 'Account'. Under the 'Users' tab, there are sub-tabs for 'User Accounts' and 'User Roles'. A message states: 'If you want to allow other users to access Plesk in order to manage websites, install applications, or use email services under your domains, then you need to create user accounts.' Below this message are buttons for 'Create User Account' and 'Remove'. A table lists existing user accounts, showing 2 items total. The table has two columns: 'Contact name' and 'Email address'.

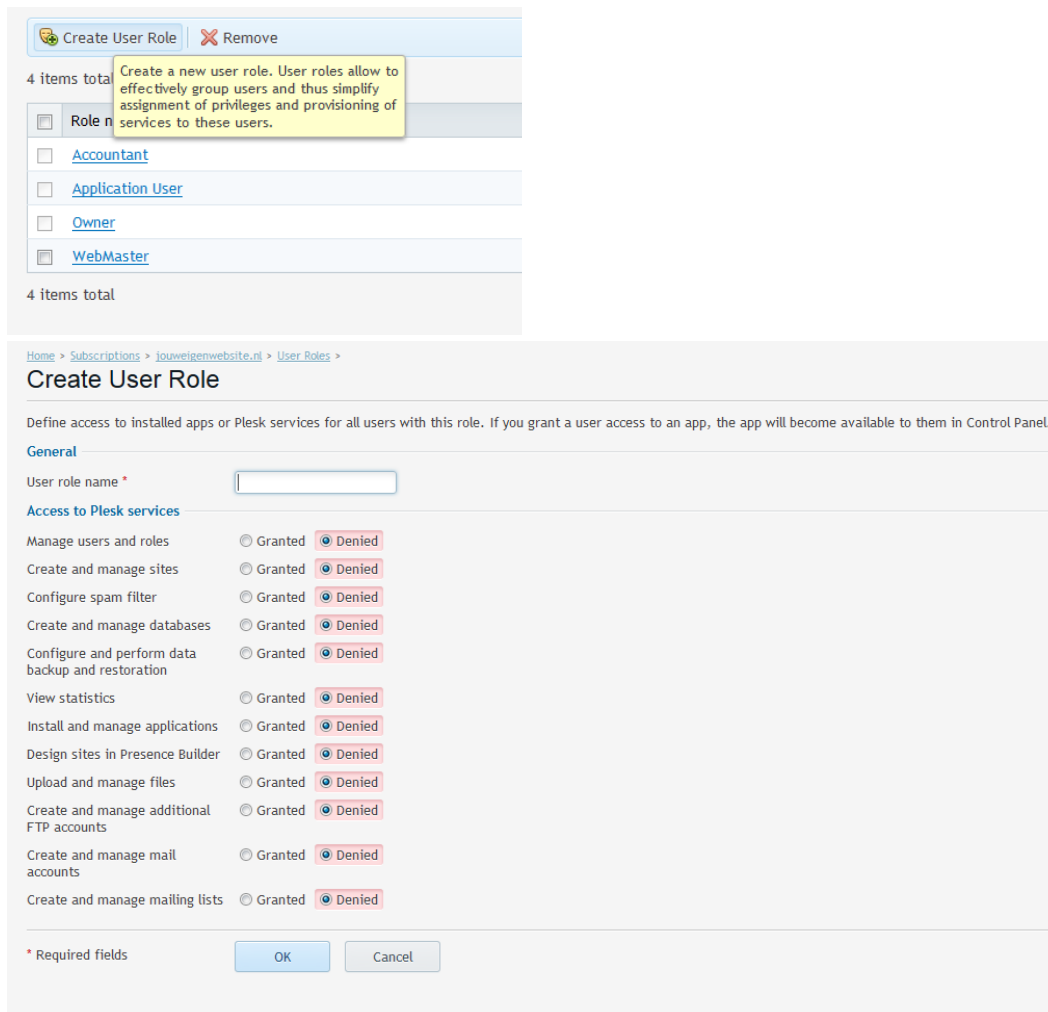
Contact name	Email address
<a href="#">account@jouweigenwebsite.nl</a>	<a href="#">account@jouweigenwebsite.nl</a>
<a href="#">jouweigenwebsite.nl</a>	<a href="#">beheer@denit.net</a>

2. Klik vervolgens op het tabblad “User Roles”.

This screenshot shows the 'User Roles' tab in the Plesk control panel for the domain 'jouweigenwebsite.nl'. The breadcrumb trail at the top reads 'Home > Subscriptions >'. Below the domain name, there are tabs for 'General', 'Websites & Domains', 'Mail', 'Applications', 'Files', 'Statistics', 'Users' (which is active), and 'Account'. Under the 'Users' tab, there are sub-tabs for 'User Accounts' and 'User Roles' (which is active). A message states: 'Assign roles to users to give them access to apps and services hosted on your account. There are several predefined user roles. You can modify them or create your own custom roles.' Below this message are buttons for 'Create User Role' and 'Remove'. A table lists predefined user roles, showing 4 items total. The table has one column: 'Role name'.

Role name
<a href="#">Accountant</a>
<a href="#">Application User</a>
<a href="#">Owner</a>
<a href="#">WebMaster</a>

3. Klik vervolgens op “Create User Role”.



4 items total

Create a new user role. User roles allow to effectively group users and thus simplify assignment of privileges and provisioning of services to these users.

☐ Role n

☐ Accountant

☐ Application User

☐ Owner

☐ WebMaster

4 items total

Home > Subscriptions > jouw eigen website.nl > User Roles >

## Create User Role

Define access to installed apps or Plesk services for all users with this role. If you grant a user access to an app, the app will become available to them in Control Panel.

**General**

User role name \*

**Access to Plesk services**

Manage users and roles	<input type="radio"/> Granted	<input checked="" type="radio"/> Denied
Create and manage sites	<input type="radio"/> Granted	<input checked="" type="radio"/> Denied
Configure spam filter	<input type="radio"/> Granted	<input checked="" type="radio"/> Denied
Create and manage databases	<input type="radio"/> Granted	<input checked="" type="radio"/> Denied
Configure and perform data backup and restoration	<input type="radio"/> Granted	<input checked="" type="radio"/> Denied
View statistics	<input type="radio"/> Granted	<input checked="" type="radio"/> Denied
Install and manage applications	<input type="radio"/> Granted	<input checked="" type="radio"/> Denied
Design sites in Presence Builder	<input type="radio"/> Granted	<input checked="" type="radio"/> Denied
Upload and manage files	<input type="radio"/> Granted	<input checked="" type="radio"/> Denied
Create and manage additional FTP accounts	<input type="radio"/> Granted	<input checked="" type="radio"/> Denied
Create and manage mail accounts	<input type="radio"/> Granted	<input checked="" type="radio"/> Denied
Create and manage mailing lists	<input type="radio"/> Granted	<input checked="" type="radio"/> Denied

\* Required fields

OK Cancel

Hier staan een aantal diensten binnen Plesk waar een gebruiker wel of geen toegang tot kan krijgen.

4. Kies een omschrijving bij “User Role Name” en vink hetgeen aan waar de user toegang tot mag hebben binnen Plesk.

Klik vervolgens onderaan het scherm op “OK”.

Vervolgens klikt u op het tabblad “Websites & Domains” om weer naar het hoofdmenu te gaan.