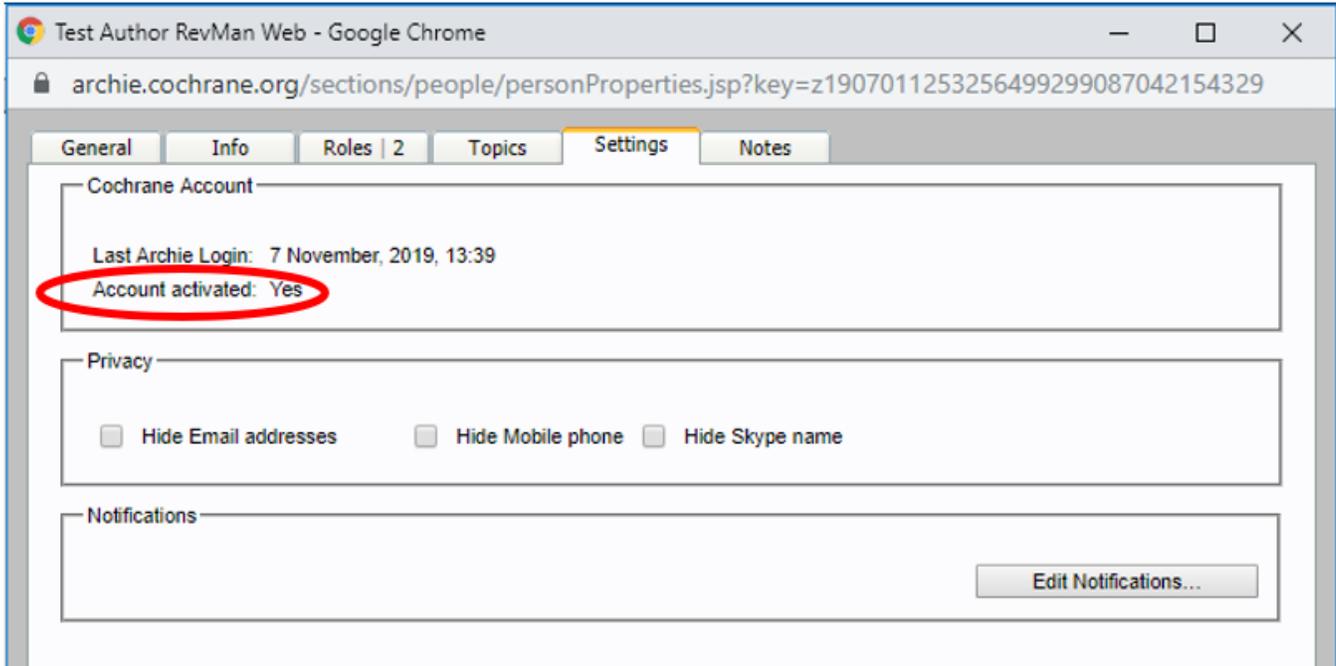


# Managing user accounts

To be able to log in to Archie, you must have a Cochrane Account and a role that grants Archie access (e.g. editorial staff, author). All contacts registered in Archie have a *person record* and a linked *user account* (their Cochrane Account).

## Cochrane Accounts

User accounts can be either active or inactive. The Settings tab on a person's record shows if users have activated their accounts.



The screenshot shows a web browser window titled "Test Author RevMan Web - Google Chrome" with the URL [archie.cochrane.org/sections/people/personProperties.jsp?key=z1907011253256499299087042154329](https://archie.cochrane.org/sections/people/personProperties.jsp?key=z1907011253256499299087042154329). The page has tabs for "General", "Info", "Roles | 2", "Topics", "Settings" (which is selected), and "Notes". Under the "Settings" tab, there are three sections: "Cochrane Account", "Privacy", and "Notifications". In the "Cochrane Account" section, "Last Archie Login: 7 November, 2019, 13:39" is shown, and "Account activated: Yes" is circled in red. The "Privacy" section has three checkboxes: "Hide Email addresses", "Hide Mobile phone", and "Hide Skype name", all of which are unchecked. The "Notifications" section is empty and has an "Edit Notifications..." button.

## Create a new Cochrane Account

New contacts created via the Archie New Person Wizard will automatically have a Cochrane Account created for them, and will be sent an email with instructions on how to activate their account. See [Creating a person record](#).

## Activate an existing Cochrane Account

Existing contacts who have not yet activated their account, can do so by visiting any Cochrane Account login page (e.g. <https://account.cochrane.org/>) and clicking on 'Reset password'. This will send a link to their primary email address, with instructions on how to activate their account.

If you are a group Super User and wish to activate a person's account, please direct the person to visit any [Cochrane Account login page](#) and click on 'Reset password'.

If you are a group Super User and wish to activate accounts in bulk, for a group of contacts in your group, you can request a bulk activation email be sent centrally. Please contact [support@cochrane.org](mailto:support@cochrane.org) for more information.

## Usernames and passwords

Each contact's account username matches the primary email address on the record. Passwords can only be reset by users themselves, using the 'Reset password' link on any Cochrane Account login page (e.g. <https://account.cochrane.org/>). See [Accessing Archie](#).

## New Cochrane Account registrations and Membership project records

Anyone who wishes to get involved with Cochrane's work can sign up for a Cochrane Account by filling in a publicly available form (<https://account.cochrane.org>) which asks for the user's first name, family name, email address and country of residence. This then creates an Archie record containing these details. The user's primary group will be the Membership project and the user's role will be Potential contributor.



These self-sign-up accounts are deleted if they have not been activated within 24 hours. It is worth checking if an account is active (see screenshot above) before adding the contact to a review or a workflow. Person records created via the Archie New Person Wizard remain in the system, even if the user does not activate the account.

- Users with Membership project records can be assigned roles in any other group, see [Assigning roles to people](#).

- Any group can add an affiliation for a review byline, see [Contact address and Affiliations](#). Your group does not have to be the author's Primary Group to do this.
- If major changes beyond adding an affiliation are required, you can request that your group becomes the user's Primary Group using the Suggest changes function, see [Suggesting changes](#).
- If you find that a member of your group has an existing Membership project record, you can mark this as a duplicate and then delete it, see [Marking records as duplicates](#)