Contents

Overview

Users of the master calendar are managed by a combination of an LDAP directory interface (phpLDAPadmin) and the Bedework administration interface. Both are web applications running on the calendar server.

Management URLs
- phpLDAPadmin: https://calendar.mtmary.edu:8443/phpldapadmin
- Bedework Administration: https://calendar.mtmary.edu/caladmin

Logging in to the Directory Interface (phpLDAPadmin)
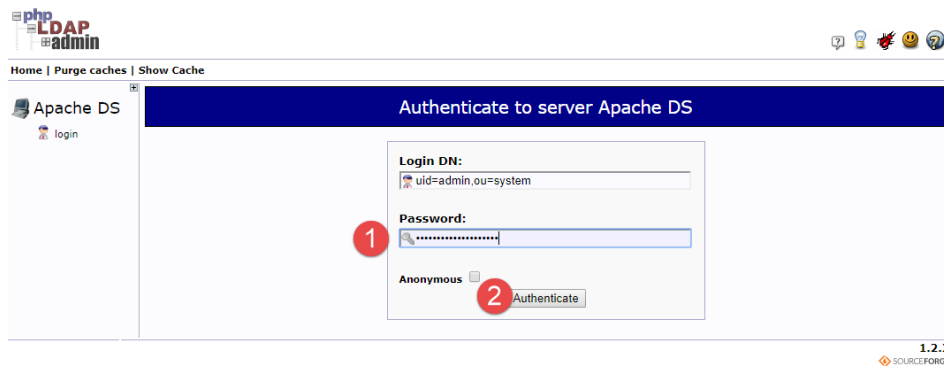
1. Open the phpLDAPadmin interface at https://calendar.mtmary.edu:8443/phpldapadmin. You can also click the copyright symbol in the footer on the main calendar.
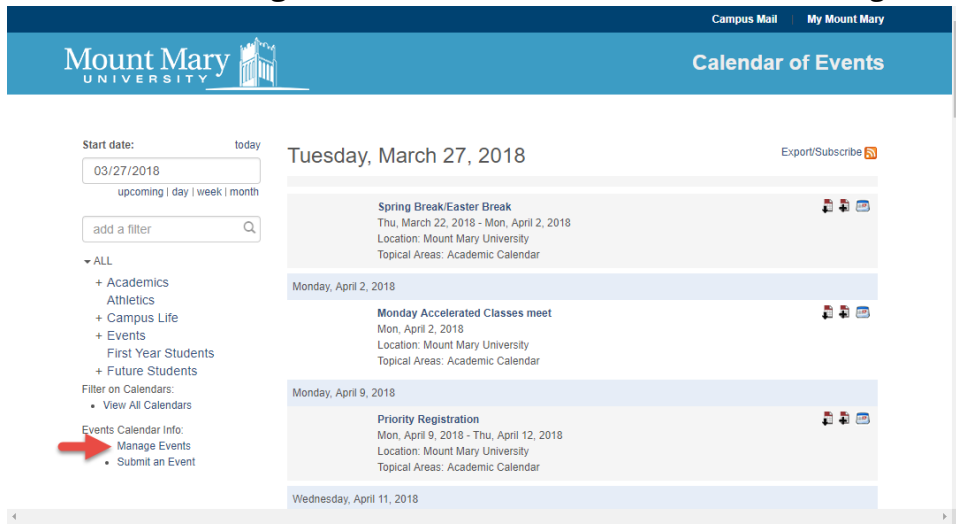

2. Click the **login** link.
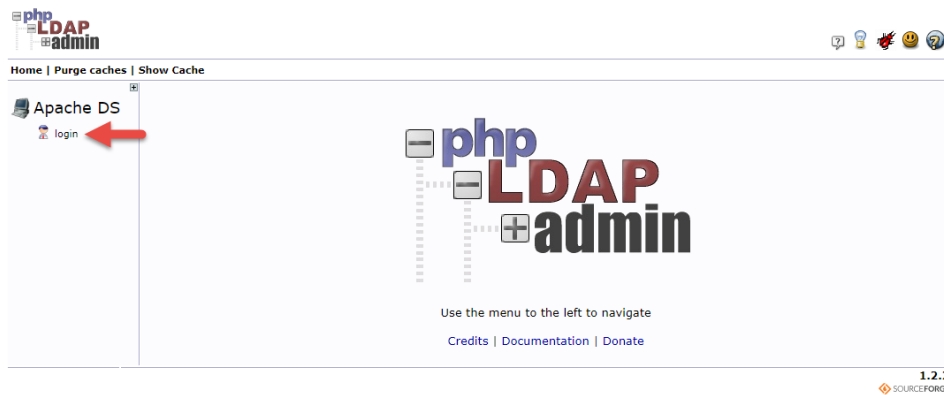
3. Enter the LDAP password in the **Password** field (1). Then click the **Authenticate** button (2).

Logging in to the Bedework Administration Interface

1. Open the Bedework administration interface at https://calendar.mtmary.edu/caladmin. You can also click the **Manage Events** link in the main calendar left navigation.


2. Enter your Bedework username in the **Username** field (1), and your password in the **Password** field (2). Then press the **login** button (3).
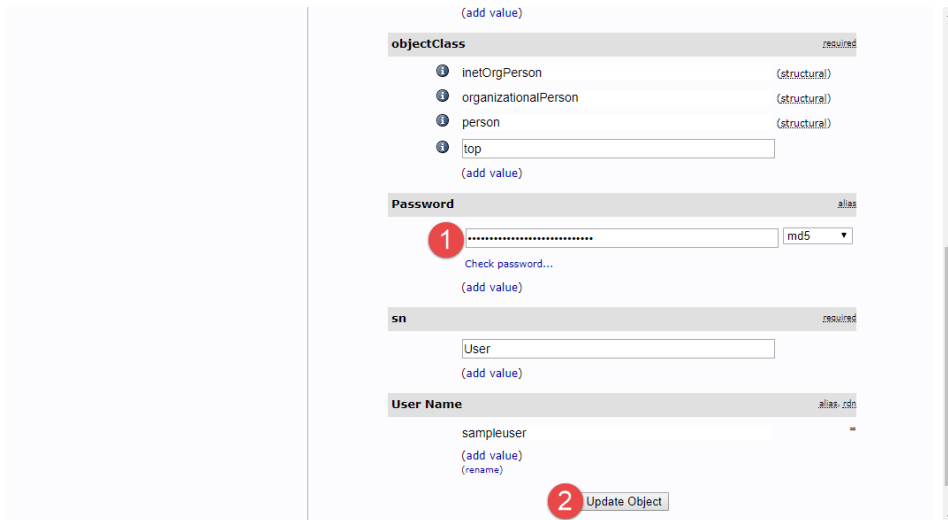
Changing a User's Password

1. Log in to the directory interface following the steps in the **Logging in to the Directory Interface** section of this document.

2. Expand the tree on the left using the plus signs until the users under the **ou=accounts** node are listed (1). Then click on the username of the user whose password will be changed in the tree (2).
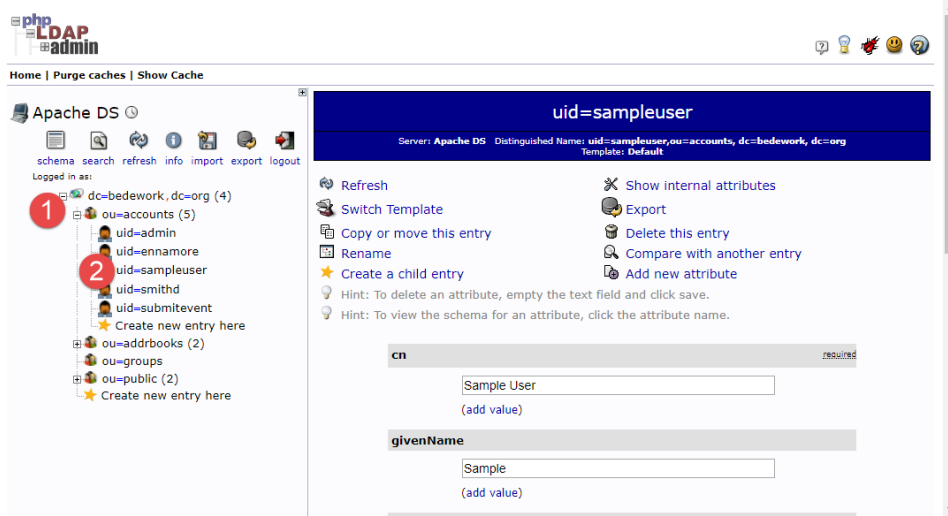
3. Enter the new password for the user in the **Password** field (1). Then click the **Update Object** button (2).

4. Click the **Update Object** button.

Adding a User (Event Manager) to the Calendar

Adding the User to the Directory

1. Log in to the directory interface following the steps in the **Logging in to the Directory Interface** section of this document.

2. Expand the tree on the left using the plus signs until the users under the **ou=accounts** node are listed (1). Then click **Create new entry here** (2).

3. Click the radio button to the left of **Bedework: User Account**.
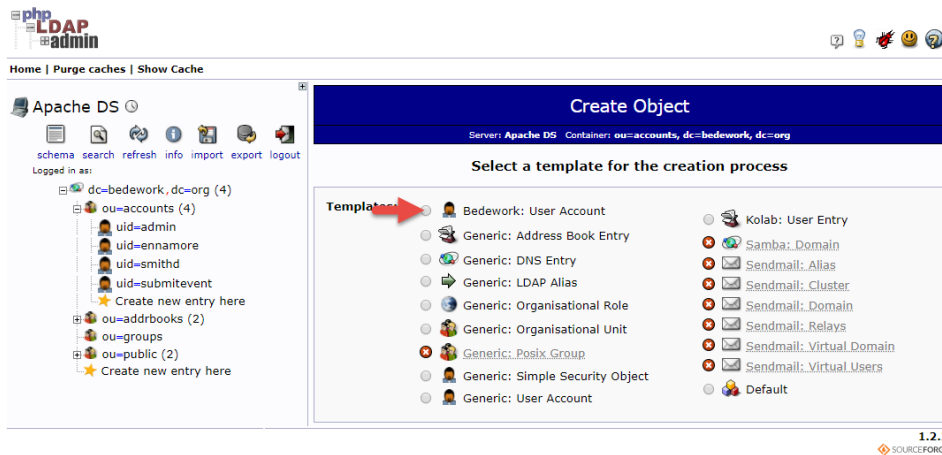
4. Enter the user's first name in the **First name** field (1) and the user's last name in the **Last name** field (2). Then enter the password for the user in both **Password** fields (3). Then enter the username for the user (using the standard Mount Mary username/first part of email address) for the user in the **User ID** field (4). Finally, click the **Create Object** button (5).
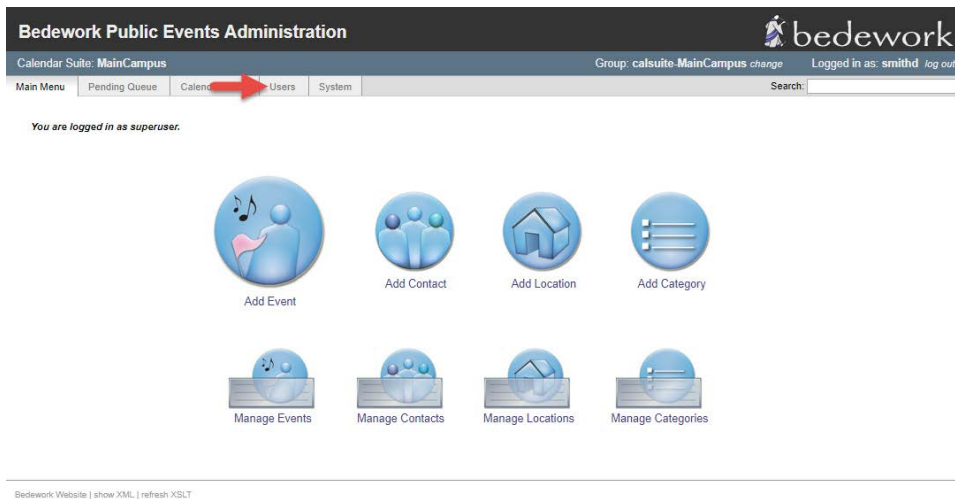

5. Click the **Commit** button.

6. You will see a success message at the top of the screen, and the new username will be visible in the tree on the left.
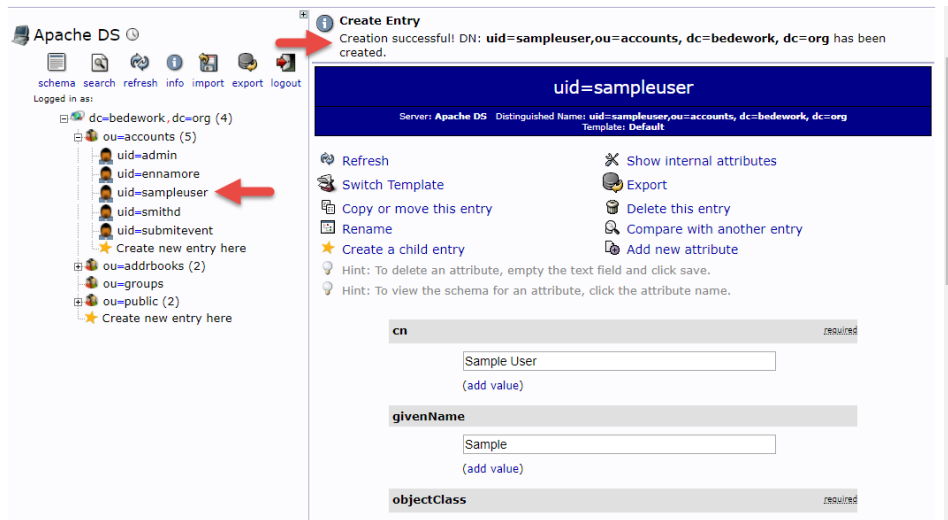
Adding the User to the Calendar

1. Log in to the Bedework administration interface following the steps in the **Logging in to the Bedework Administration Interface** section of this document.

2. Click on the **Users** tab.

3. Click on the **Manage admin groups** link.

4. Click on the **membership** link for the department of the user you are adding.

Hint: Selecting the **Show members** radio button shows the list of members for each group.

5. Enter the username for the user you added to the directory in the **Add member** field (1). Then click the **Add** button (2).

6. A confirmation will be displayed, and the user will be visible in the **Members** list for the group.

Deleting a User (Event Manager) from the Calendar

Deleting the User from the Calendar

1. Log in to the Bedework administration interface following the steps in the **Logging in to the Bedework Administration Interface** section of this document.

2. Click on the **Users** tab.
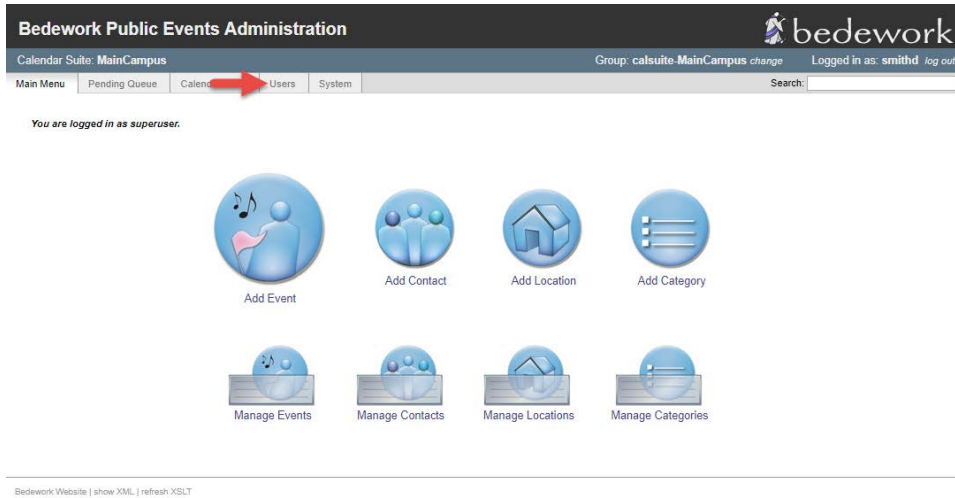
3. Click on the **Manage admin groups** link.

4. Click on the **membership** link for the department of the user you are deleting.

Hint: Selecting the **Show members** radio button shows the list of members for each group.

5. Click the trash can icon next to the user to be deleted.

6. A confirmation will be displayed, and the user will no longer be visible in the **Membership** list for the group.


Deleting the User from the Directory

1. Log in to the directory interface following the steps in the **Logging in to the Directory Interface** section of this document.
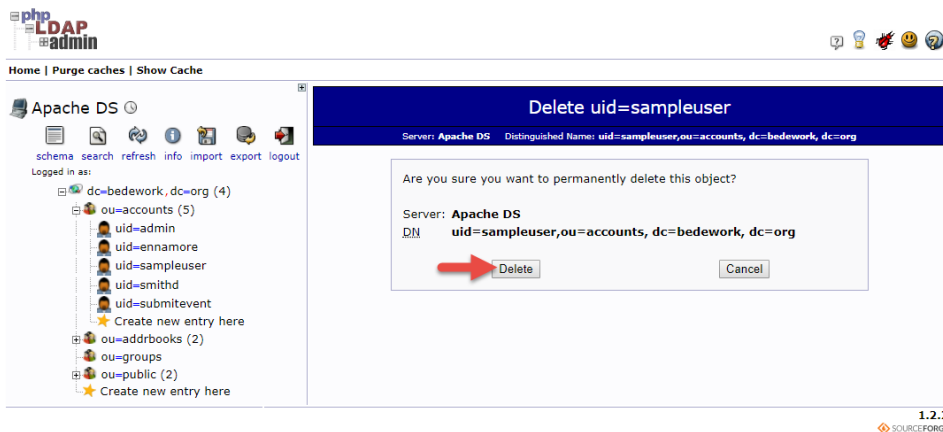
2. Expand the tree on the left using the plus signs until the users under the **ou=accounts** node are listed (1). Then click on the username of the user to be deleted in the tree (2).
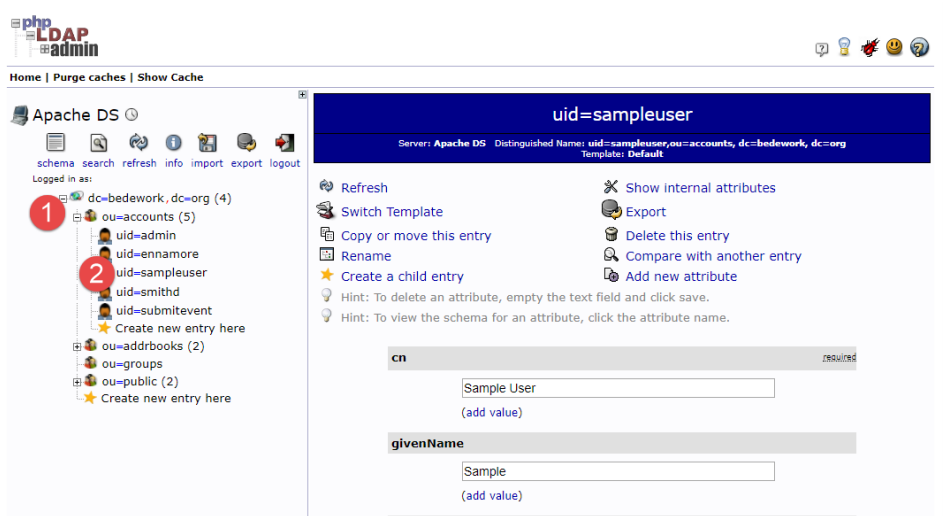
3. Click **Delete this entry** on the user's record.
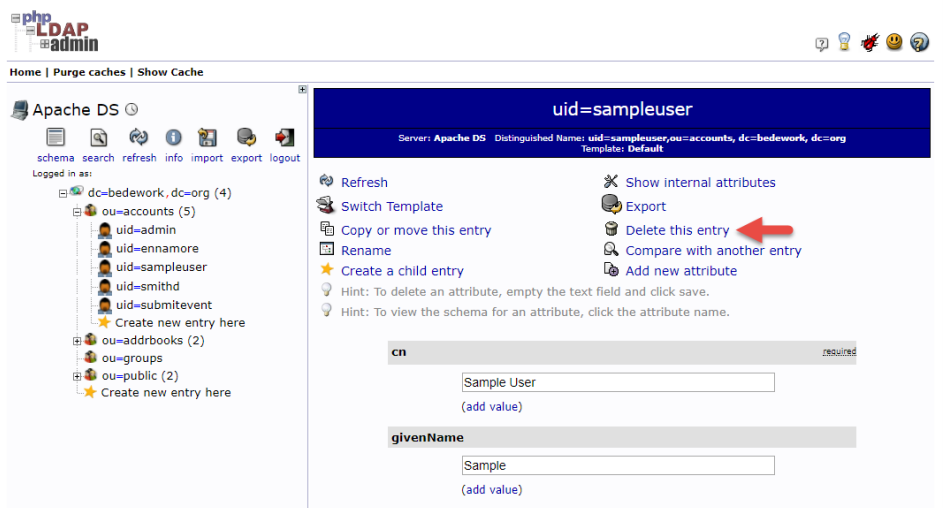
4. Confirm that the **DN** field is displaying the correct username, then click the **Delete** button.

5. A success message will be displayed at the top of the page, and the username will no longer be visible in the tree.

If you have any questions or experience any issues, please contact the IT Services Helpdesk at (414) 930-3048 or mmu-helpdesk@mtmary.edu.

Last Updated: 5 April 2018