

Setting wiki permissions

Some important points on who should have access to your wiki pages ...

Each space has its own permissions so when you've created your wiki space, you need to think about who should have access to it. For example, should your wiki be publicly visible, or restricted to University staff or students, or to a specific group? There are two ways of controlling access:

1. First of all you should set the overall **Space permissions** for your space. Here you should include everyone who might need to view or edit your wiki.
2. If you wish you can then set **Restrictions** on individual pages or sets of pages.



Note that Confluence does not recognise Google Groups.

Maintenance

Remember to maintain the membership of your wikis to remove staff usernames who are no longer active at the University or who move to a new role where they no longer require access to content.

Restrictions

If you need to restrict viewing or editing of specific pages to particular users, either click on the  button, or click on the  symbol at top right then select **Restrictions**. You can then select

- No restrictions (everyone can view and edit)
- Editing restricted (everyone can view, only specified users can edit)
- Viewing and editing restricted (only specified users can view or edit)

You can add or delete names under the second two categories as required. View restrictions are inherited, which means a restriction applied to one page will cascade down to any child pages. Edit restrictions are *not* inherited, which means any child pages need to be restricted individually.

You can use departmental codes (see below) as well as individual usernames to set restrictions.



Full guidance can be found on the [Confluence Page Restrictions page](#).

Space permissions

From **Space tools** select **Permissions**. You'll be asked to enter your password to make any changes. There are three categories here:

- **Groups**. Two pre-set groups can be granted access here: york-staff and york-students. Type a group name into the box and click on Add; you'll then be asked to choose specific settings; for example, you might wish to grant view access to all York staff and students, and grant edit access to individual users.
- **Individual Users**. Here you can grant permissions to individuals by adding them by username (eg bjs523) or by searching for them by personal name (eg bob smith). Note that a personal name might own more than one account, so adding an individual by username instead is more likely to ensure that you get the right account. **Pages Add** permission allows the user to add their own pages and edit all unrestricted pages within the space. You may wish to restrict **Delete** and **Space Admin** permissions unless you trust your users.
- **Anonymous Access**. Here you can grant permissions to people who are not logged in to Confluence. If you wish to do this, please take care: we recommend that you limit these permissions to **View** to avoid people posting comments containing links to potential scam/spam/phishing material.

 Full guidance can be found on the [Confluence Space Permissions Overview page](#).



Note that, although you can allow external (ie non-University) people to view your wiki by granting Anonymous Access, if you wish to grant access to individual users they must have a University of York username. If you are working with people outside the University, you might want to consider using Google Sites rather than the wiki as these allow editing access for non-University staff.

Setting space permissions using departmental codes

 This method of setting permissions is intended for DCOs rather than for general users.

Permissions can be set in the **Groups** permissions category by using groups based on departmental or structure unit codes. These groups are created from the Active Directory and are updated daily.

The format of the group name is **g<structureUnitCode><affiliationType>**.

| <StructureUnitCode> | <affiliationType> | Examples |
|---|--|--|
| <p>Structure unit codes can be looked up on the Department Codes Enquiry screen. Examples:</p> <ul style="list-style-type: none">• 0005 - Mathematics• 0043 - Philosophy• 0087 - IT Services• 0790 - IT Services Networks & Data Centres• 0888 - IT Services Enterprise Systems | <ul style="list-style-type: none">• all (Everyone)• stu (Students)• ug (Undergraduates)• ug0 (Foundation Year Undergraduates)• ug1 (Year 1 Undergraduates)• ug2 (Year 2 Undergraduates)• ug3 (Year 3 Undergraduates)• ug4 (Year 4 Undergraduates)• ug5 (Year 5 Undergraduates)• ug6 (Year 6 Undergraduates)• pg (Postgraduates)• rg (Research Graduates)• tg (Taught Graduates)• stf (Staff)• ss (Support Staff)• ts (Teaching Staff)• rs (Research Staff)• as (Academic Staff) | <ul style="list-style-type: none">• g0004stf - Physics staff• g0005ug - Mathematics undergraduates• g0087all - all IT Services |