

How to Add or Remove an Administrator

Many Councils have had third parties, councillors and/or Clerks working on their JADU websites.

This document describes how you can check who has administrative privileges to make changes on your website.

It is essential that once an authorised administrator no longer requires access to the website to make changes, LCC should be contacted immediately to have that persons' account disabled. This prevents unauthorised access to the website and accidental or malicious alterations taking place.

It is the council's responsibility to monitor the list of authorised administrators and to inform LCC as soon as one of these individuals no longer requires access.

Date	Version	Updated by	Comments
29 Mar 21	v1	Pete Langford	Creation
15 Dec 21	v2	Pete Langford	Review and update
1 Apr 22	v3	Pete Langford	Review; no changes
24 Nov 23	v4	Pete Langford	Review and update
18 Mar 24	V5	Pete Langford	Update

Many Parish Councils have had third parties working on their websites.

At the point when you no longer need their assistance, as a matter of urgency, you must send an e-mail to LCC asking for specific names to be removed, otherwise they will continue to have access to your site which is a security risk to your data and site.

LCC **will not** add or remove any administrators from your site **unless you ask them to**.

The authorised person to liaise with LCC is normally the Clerk, Chair or the Council-appointed Media Officer. If the Clerk post is not filled, then the Chair or the Vice-Chair can take this action.

The e-mail address to use is digital@lincolnshire.gov.uk

To see who the Local Site Administrators are for your site(s), following this process:

Login to the JADU Control Centre

Click on **Publishing**

Click on **Document pages**

(You may need to click on **Viewing:** and **All documents** at this point)

On any of the **Document title** rows, click in the box on the first column to add a tick mark

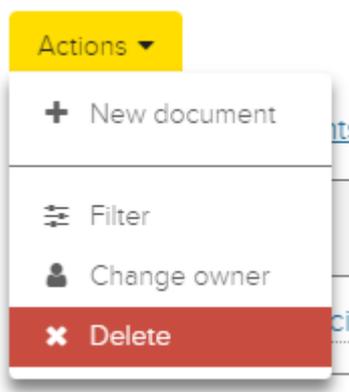
Click on the **Actions** button

Document Pages



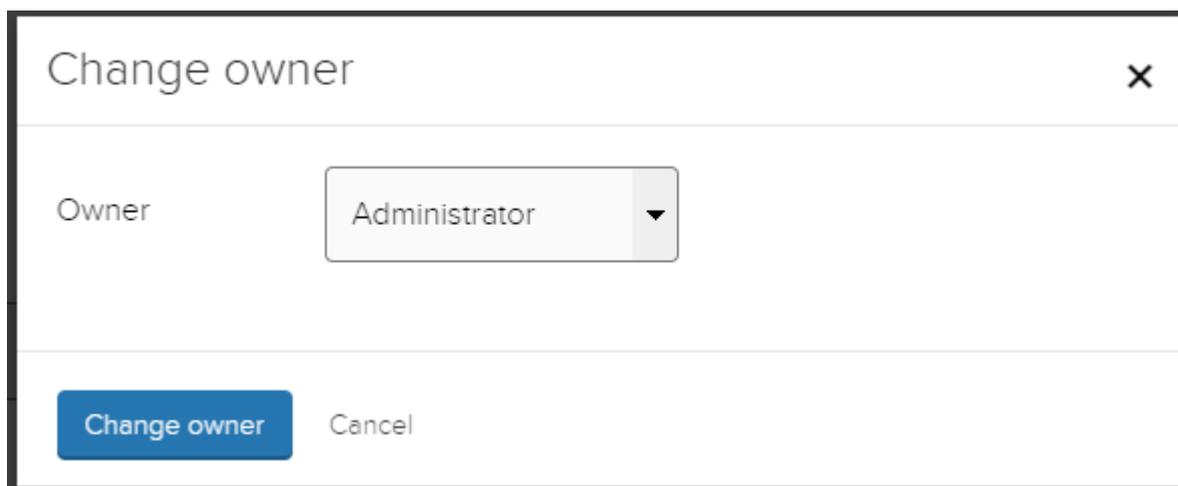
Viewing: [Your documents](#) | **All documents**

A List Box appears:



Click on the **Change owner** option

The **Change owner** menu appears



The **Owner** box is a List Box; click inside the box to expand the List.

The list will show the names of all the people who are authorised Administrators on your site.

Names as follows are LCC Administrators (the list can change without notice) and will not be removed:

- **Administrator**
- **Alison Hickie**
- **Anna Belczyk**
- **Deb Newcomb**
- **Liz Dockerty**
- **Thomas Kelsey**

There may be others but if there is a name that you DO NOT recognise, or a name that you no longer want to have access to your site, send an e-mail to LCC requesting that this person or list of persons should be removed.

It is in your own interest to ensure that your data on the website remains as you added it and cannot be accessed by unauthorised person(s). Personnel can always be added back on with another e-mail to LCC but only the Clerk, Media Officer or in their absence, the Council Chair or Vice-Chair can make this request.

Once you have reviewed the list, you can close the **Change owner** box by clicking the **Cancel** button.

Remove the tick from the box on the left.

You can then log out of JADU or continue working as you wish.

Also, if you are logging in to the JADU Control Centre using an account that is not in your name, you are in breach of the [Computer Misuse Act \(1990\)](#) and this is classified as identity fraud. If you are one of the Local Site Administrators for your website, please ensure that only authorised personnel have access to the JADU Control Centre to maintain your data and that they have an account in their own name and a unique password that has been assigned or created by them.