![knowledgeowl logo]

Enable reader signups

Last Modified on 04/03/2024 12:49 pm EDT

To enable reader signups:

1. **Click on your profile icon/name in the upper right.**

2. **Select Readers from the dropdown to access the Readers area of your account.**

3. **Open the Settings tab.**

4. **Make sure that Password Management is set to "Allow readers to administer their own passwords". See Set up self-administered reader options for more information. If "Passwords can only be managed by KnowledgeOwl admins" is selected, you cannot enable reader signups.**

Readers	Groups	Settings

Reader Password Security

Password Management ⑦	○ Passwords can only be managed by KnowledgeOwl admins
	⦿ Allow readers to administer their own passwords
	Any existing readers will be forced to change their password on next login.
Password Attempts	☐ Allow unlimited password attempts
Author Logins	☑ Allow KnowledgeOwl authors to log in as readers

Signups can be used when "Allow readers to administer their own passwords" is selected

5. **Scroll down to the Self-Administered Reader Options section.**

6. **Look for the Reader Signups section.**

Self-Administered Reader Options

Password Expiration Interval	Never ⌄
Repeat Password Limitations	None ⌄
Custom Validation Rule	^(?=.*[a-zA-Z])(?=.*\d)[A-Za-z\d$@$!%*?&]{8,}
	Passwords will not be allowed that do not match the above regex
Custom Validation Description	
	Message will be displayed on password reset screen.
Auto-Assign Group Rules	☑ Override reader groups based on rule logic on each login
Allow Google Sign In	☐ Allow readers to log in using their Google account
	To use, additional information is required for each knowledge base. Go to Settings → Security and fill out the Google integration settings.
Reader Signups ⑥	☐ Allow people to sign up to become a reader
⑦	☐ Require a KnowledgeOwl admin to approve new reader access
⑧	☐ Send a notification email when a new reader signs up
Signup Notification Recipients ⑨	support@knowledgeowl.com
	For multiple email addresses, use a comma separated list.

Save

Signups can be configured in the Reader Signups portion of Self-Administered Reader Options

7. To turn on reader signups, check the box next to **Allow people to sign up to become a reader.**

8. If you'd like readers to automatically be given an account as soon as they sign up, leave the box next to **Require a KnowledgeOwl admin to approve new reader access** unchecked. If you'd like to require admin approval, check this box.

    ○ If you leave this box unchecked, new reader signups will receive a welcome email with a temporary password immediately after they sign up. This allows new readers to sign up and gain access to your site without any approval process.

    ○ If you check this box, a welcome email and password will not be sent until an administrator approves the signup request. New readers won't have any access until an admin has approved them. When a new reader signs up, they will be added to **Readers** in the Pending Approval list. You will see an alert on top of the Readers list if you have new readers awaiting approval, and you can filter the readers list to only view those pending approval by selecting the "Pending Approval" filter on that page.

    ○ See **Approve Reader Signups** for more information.

9. If you'd like to be alerted when new readers sign up, check the box next to **Send a notification email when a new reader signs up.** Notifications are especially helpful if you want to manually add the reader to groups to give them access to restricted content or you require approval before the new reader can access the site.

10. If you checked the box next to **Send notification email when a new reader signs up,** be sure to add at least one email address to the **Signup Notification Recipients** list. These are the email addresses that will receive the signup notifications. To add multiple email addresses, use a comma-separated list.

11. Click **Save.**