



**NWS Wakefield SKYWARN
Amateur Radio Support Team
WX4AKQ Wakefield, VA**

New User Provisioning Area Manager Training

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User Account Basics

Authentication Mechanisms

SKYWARN users are given accounts on our server to allow access to various SKYWARN tools. Accounts consist of a username and password which is shared across many different systems and services. In addition to the username and password, various permissions are defined which control the specific resources the user is allowed to access.

There are three main authentication mechanisms in use on the SKYWARN server:

1. Operating system level authentication.
2. Web server level authentication.
3. VPN authentication.

All three levels of authentication can be managed through the SKYWARN Ops Portal web site.

For the most part, our primary concern is making sure users can access our Ops Portal web site. To make this happen, the user must have both an operating system level account and they must be able to authenticate on the web server.

Some users may require access to the operating system on the server or other services which may be firewalled, in which case they will need access to the Virtual Private Network, or VPN. Generally, only Responders and members of the Leadership team are given access to the VPN. VPN access is required to manage and control the Echolink conference server.

Usernames

Usernames are determined by the user's account type:

- **Net Control Operators, Responders, Ham Radio Leadership Team, VE Team:** Username equals call sign.
- **Spotters:** Use ham radio call sign, if any, else GMRS call sign, else Spotter ID (AKQnnnn).
- **Partners:** Use ham radio call sign, if any, else first initial and up to seven characters of last name.
- **Support Personnel (administration, Tech Team, etc):** Ham radio call sign, if any, else GMRS call sign, else first initial and up to seven characters of last name.

Usernames cannot be easily changed once assigned.

Permission Groups

In addition to a username and password, each account is assigned to one or more permission groups which determine the specific resources the account is allowed to use. If there is a mailing list on the server by the same name, the account will have access to the mailing list.

Users should be given access to the group matching their home SKYWARN area assignment, as well as any supplemental permissions such as Responders, Leadership, VE Team, etc.

Note that some permissions are *exclusionary permissions* – that is, they actually deny access to some services. You would not want to assign a Net Controller to the Spotters or Partners groups, for example, as they will no longer have access to e-mail and a number of other services.

Creating a New User Account

Getting Started

To create a new user account, you must be a member of the Admin or Leadership permission groups. Log in to Ops Portal, click Account Management, and then Create New User.

Create a Username and System Account

Enter the desired username in the "User ID" field. In most cases you will need to create an operating system-level account, so make sure the "Also add system account" check box is selected.

Creating a Blank Roster Entry

Most users will need to be in the Team Roster, so go ahead and check the "Create blank Roster entry" check box as well. You will not be putting any user information into the Roster at this point, but this will make a blank entry you or the user can fill out later.

Initial Mail Forwarding

A space is provided to enter a default e-mail forwarding address. If a user does not want to utilize our e-mail services, you should specify an outside e-mail address to forward messages to. We do not provide e-mail storage space for Partner or Spotter accounts; you will need to set an external address for these account types to allow these users to take advantage of our mailing lists and weather notifications.

Leaving the "Initial Mail Forwarding" box blank will deliver messages locally. Note that Partner or Spotter accounts will not receive e-mail at their @wx4akq.org address if this is left blank.

Building the Account

Once all of the requested information is filled out, click the "Add" button to begin the account build. This process may take a couple minutes to complete.