User Manual

1. **Register**
2. **Login**
3. **Manage Users**
4. **Osoc Editions**

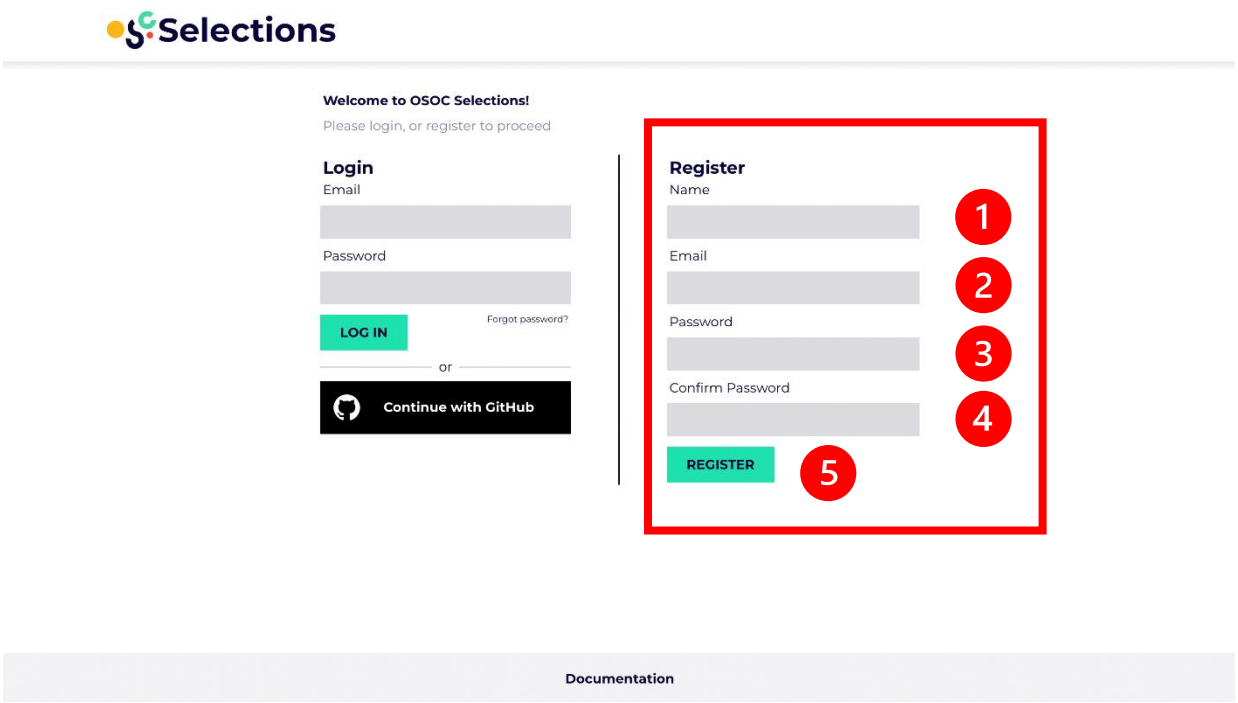
Register

In order to register, go to the register page: https://sel2-2.ugent.be/login
The Osoc Selection website supports authentication through email or GitHub. When your account is registered, you will have to wait for an admin to approve your account.
Possible options to register are described below.

A. Register a new user with email:

A person can register for an account with email by filling in the form.

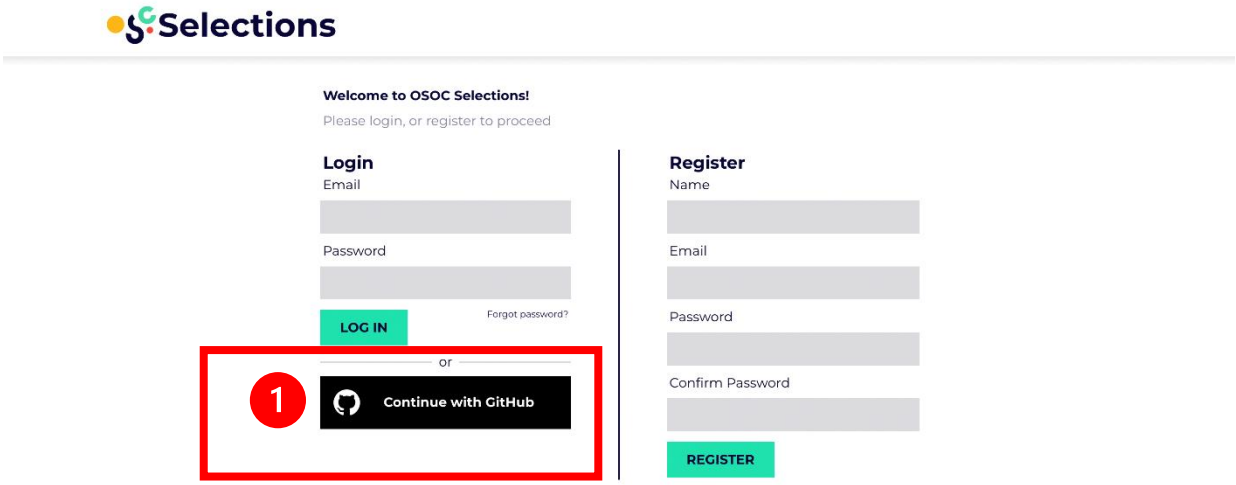
1. Fill in your name, as in “Firstname Lastname”
2. Fill in your email, only supply an email address that you own
3. Fill in a strong password, at least 8 characters containing letters and numbers
4. Fill in the same password again
5. Click the “Register” button

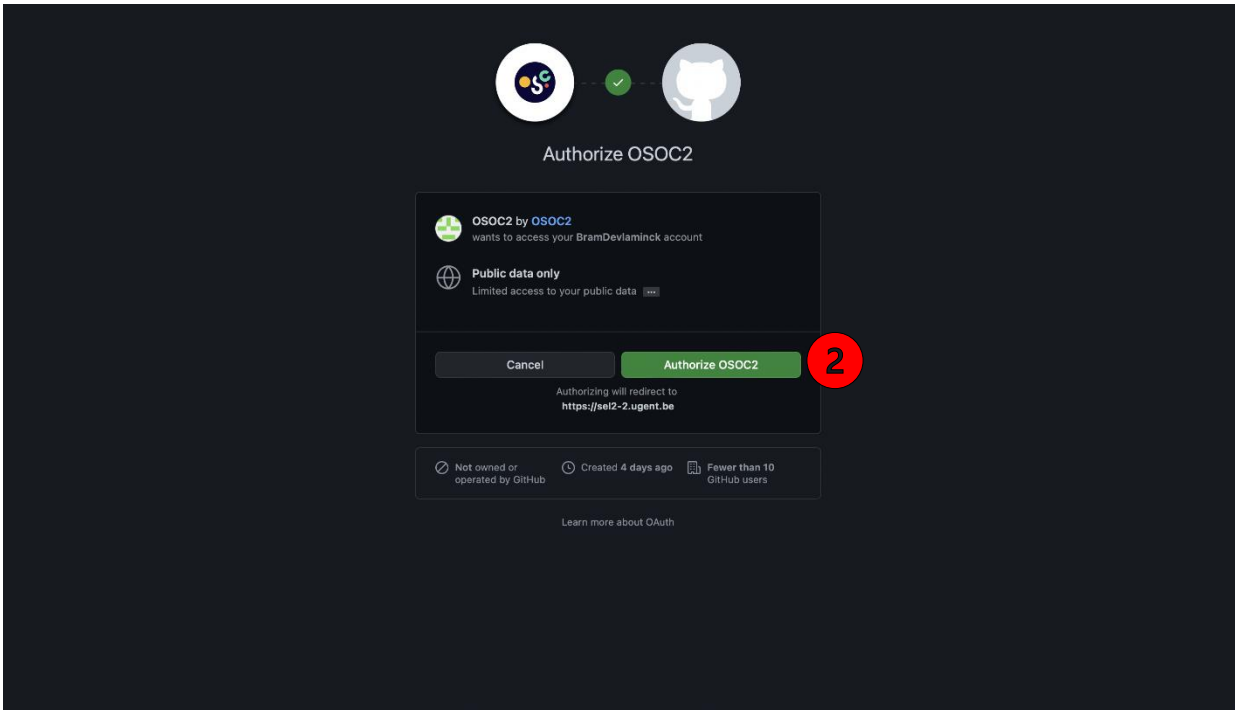


B. Register a new user with GitHub:

A person can register for an account with GitHub by following the GitHub register process.

1. Click the “Continue with GitHub” button
2. You are redirected to the GitHub authorize page
3. Click the “Authorize OSOC2” button
4. You are redirected to the Osoc Selection page, stating your account awaits approval





Login

In order to login, go to the login page: https://sel2-2.ugent.be/login
The Osoc Selection website supports authentication through email or GitHub. You can only login with the same method that you registered.
Both methods to login are described below.

A. Login with email:

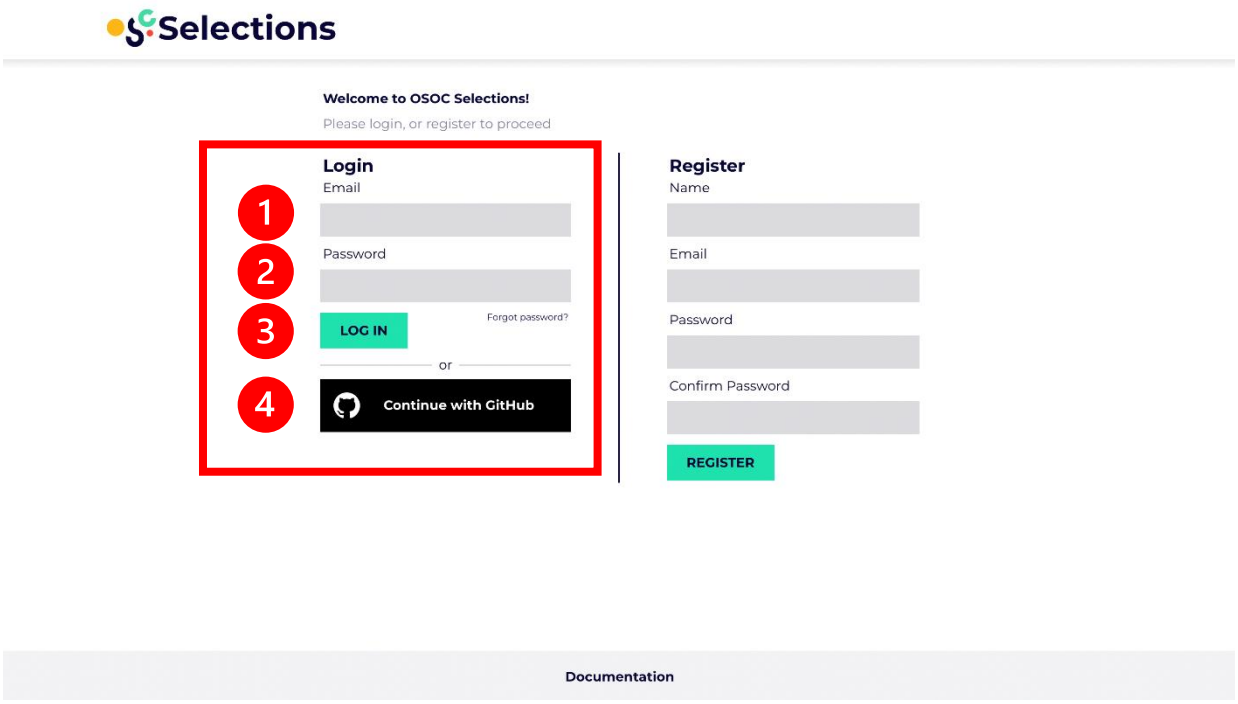
A person can login with email if the account is registered in the system.

1. Fill in the email address that you registered with
2. Fill in your password
3. Click the “log in” button

B. Login with GitHub:

A person can login with GitHub if the account is registered in the system.

4. Click the “Continue with GitHub” button
5. You are redirected to the GitHub login page



Manage Users

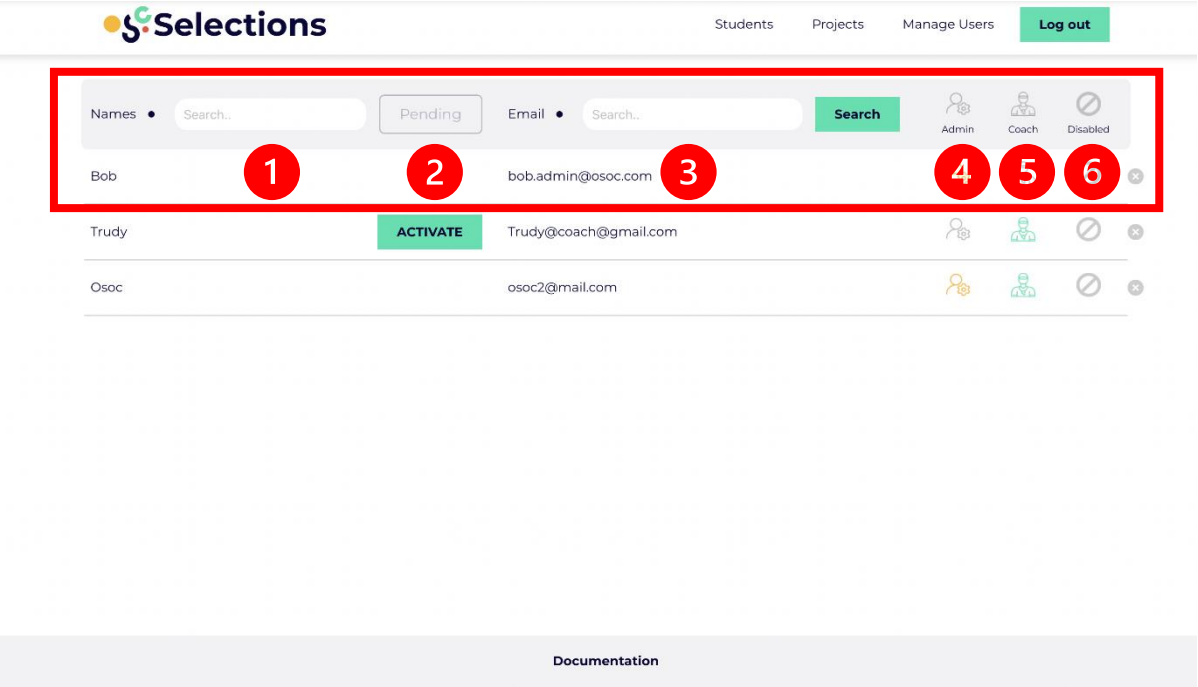
On the manage users page, admins can see all the registered accounts. On top of the page there is a filter, wich filters the users according to the supplied parameters. An admin can activate an account by clicking the “activate” button. On the right side of the screen, an admin can grant user a new function or disable their account. There is also an option to delete accounts.

A. Filter users:

With the filter on top of the page you can search for the desired users. You can combine filters to search on multiple fields. Activating the search is done by clicking the “Search” button or pressing “enter” when typing in an input field.

The options on what you can filter are described below.

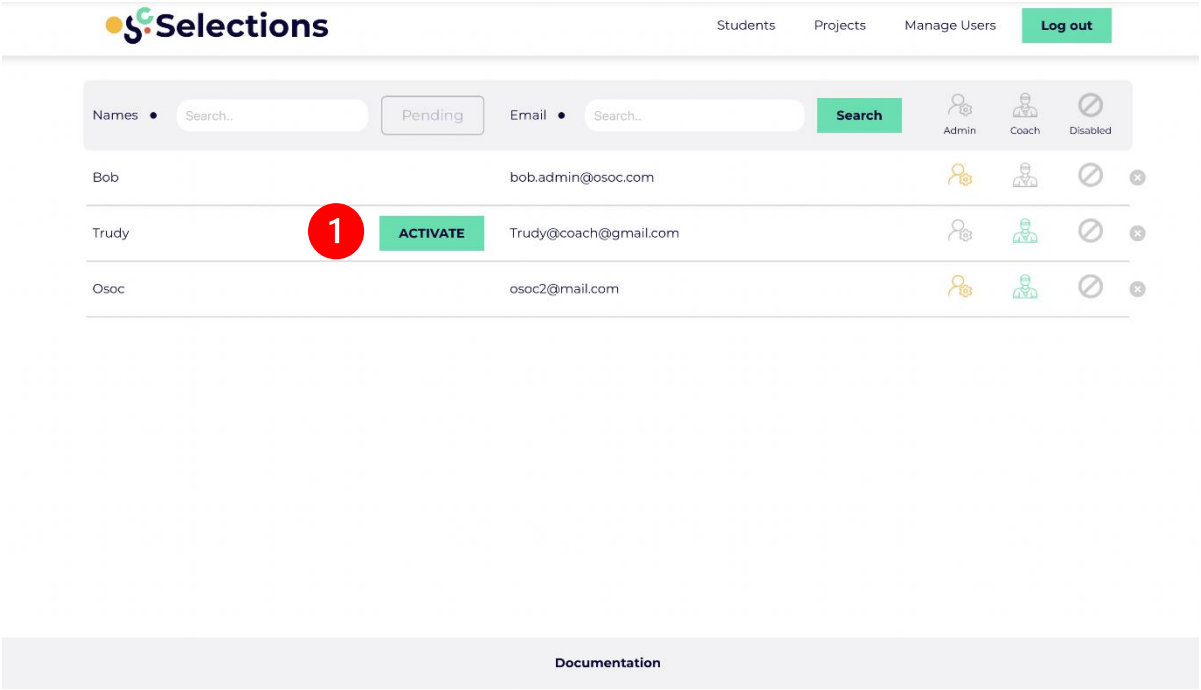
1. Search by name, the supplied name occurs in the users name
2. Search by pending, shows all accounts that haven’t been activated yet
3. Search by email, the supplied email occurs in the users email
4. Search by admin, the user has an admin status
5. Search by coach, the user has a coach status
6. Search by disabled, the user’s account is disabled



B. Activate a user:

When a person registers for a new account, the account is added to the users list in a pending state. This means that the new user can not perform any actions on the website until the account is verified and set to active. An admin can activate the account by clicking the “activate” button.

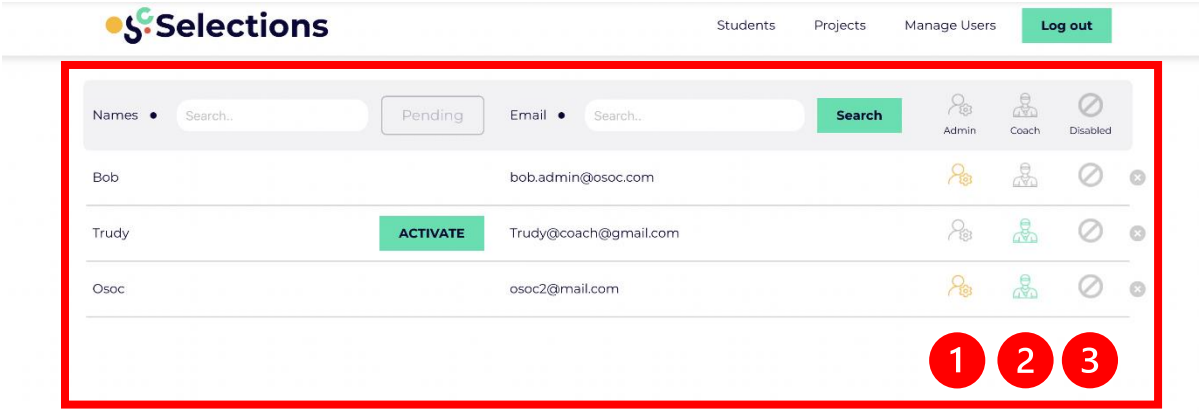
1. Click the “Activate” button to activate a user



C. Adjust a user status:

A user account can have three statuses, Admin, Coach and Disabled.
Admin accounts have full acces to the platform, can create projects or osoc editions and manage users. Coach accounts can only review students and assign them to projects.
A disabled account can login to the platform and will be welcomed by a disabled account message. Disabled users can not see any data nor perform actions.

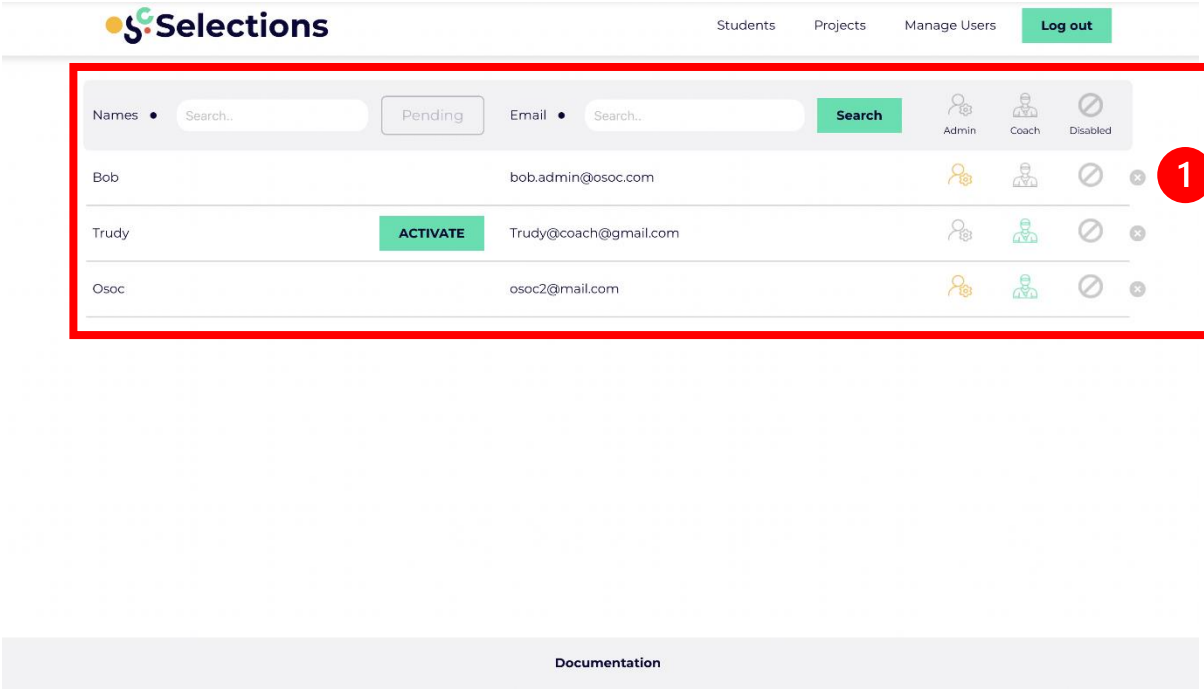
1. Assign Admin status by clicking the Admin icon
2. Assign Coach status by clicking the Coach icon
3. Assign Disabled status by clicking the Disabled icon



D. Delete a user:

When a user is deleted from the platform all the personal userdata is wiped from the database. All the projects, evaluations, osoc editions and so on that the user created remain in the database. The link to that specific user is in that case non existing.

1. Delete a user by clicking the delete icon ⊗



Osoc Editions

On the osoc edition page, you can create and manage the osoc editions. In the list you can see all the osoc editions in the database aswell as its project count.

A. Searching an Osoc edition

With the sort button you can change the order of the list based on the year. You can search for a specific osoc edition by entering a year in the input field.

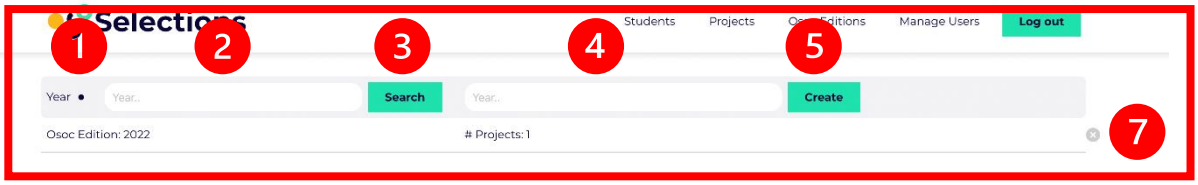
1. Click the sort button to change the sort order
2. Enter a year in the input field as in “2022”
3. Click the search button or press enter to search for the specific edition

B. Creating an Osoc Edition

You can create a new osoc edition by entering the year in the input field.

4. Enter year in the input field, as in “2023”
5. Click the create button or press enter

C. Deleting an Osoc Edition

When an osoc edition is deleted, all its data in the database is deleted aswell. This means that all projects, evaluations and job applications linked to the edition are deleted.

7. Delete an Osoc edition by clicking the delete icon