# Gitea User Management

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Gitea is a self-hosted Git service that provides a lightweight and easy-to-use platform for managing Git repositories. This documentation aims to assist administrators in managing users within a Gitea instance, including user account creation, access control, and user privilege management.

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**1.User Account Creation**

To create a new user account in Gitea, follow these steps:

- Log in to the Gitea instance as an administrator.
- Navigate to the administration panel by clicking on the gear icon in the upper-right corner.
- In the administration panel, locate the "Users" section.
- Click on "New User" or "Add User" to open the user creation form.
- Fill in the required user details, such as username, email address, and password.
- Optionally, specify additional user attributes, such as full name or SSH keys.
- Choose the appropriate user type, which can be a regular user or an organization account.
- Set the desired user visibility options.
- Click "Create User" to finalize the account creation process.

**2.Access Control**

Gitea offers various access control mechanisms to manage user access to repositories. Here are the key access control features:

2.1 Repository-level Access

- Gitea provides repository-level access controls that allow you to define who can interact with specific repositories. Follow these steps to manage repository access:

- Navigate to the repository page.

- Click on "Settings" or the gear icon.

- Locate the "Collaboration" or "Manage Access" section.

- Add users or teams to grant them access to the repository.

- Specify the access level for each user or team (e.g., read-only, read/write).

- Save the changes.

2.2 Organization-level Access

- If you're using Gitea's organization feature, you can control access at the organization level. To manage organization-level access:

- Go to the organization's page.

- Click on "Settings" or the gear icon.

- Locate the "Members" or "Manage Members" section.

- Add users and specify their access levels within the organization.

- Save the changes.

## 3.User Privileges

Gitea allows you to assign different privileges to users within a repository or organization. Common privileges include:

- Read: Users can clone the repository and view its contents.
- Write: Users can push changes to the repository, create branches, and manage their own pull requests.
- Admin: Users have full control over the repository or organization, including the ability to manage users, access controls, and repository settings.

## 4.Revoking User Access

To revoke a user's access to a repository or organization in Gitea, follow these steps:

- Navigate to the repository or organization's page.
- Access the appropriate settings section (e.g., "Collaboration," "Members").
- Locate the user you want to revoke access for.
- Click on the user's name or profile.
- Look for the "Remove" or "Revoke Access" option.
- Confirm the action when prompted.
- Revoking access will prevent the user from interacting with the repository or organization.

## 5.Conclusion
Managing users within a Gitea instance is essential for maintaining code security and collaboration. This documentation has covered the basics of user account creation, access control at the repository and organization levels, user privilege assignment, and revoking user access.

By following these guidelines, administrators can ensure that the Gitea instance remains secure and accessible to authorized individuals.