Add External User/collaborator to OpenID for code.seas authentication

**The process**

1. SEAS Computing add the user to the SEAS identity management as an external collaborator. The user receive an email to reset his/her password.
2. User login to SEAS code repository and set-up his/her account.
3. Repository owner add the user as a collaborator to the repository.
   - NOTE: for external collaborators, username is the same as the email address.

**Email to send if needed:**

Can you provide me with the user full name and email please.

I need to add the user to our identity management as an external collaborator then he/she will be able to login to code.seas and setup his/her account, at this point you can add him as a collaborator to your repositories.

**First Step : Register the user**

1. Go to [https://openid.seas.harvard.edu/crowd/console/login.action](https://openid.seas.harvard.edu/crowd/console/login.action)
2. Log in as "admin“. Credential in LastPass
3. Go to "Users” and click on "Add User”
4. Fill in the information. The "Username” should be the collaborators email address.
5. Enter a random password. It doesn't matter what you use at this stage.

**Second Step : Send him a password reset password**

1. Log out (or open a new browser/profile).
2. Go to [https://openid.seas.harvard.edu/openidserver/](https://openid.seas.harvard.edu/openidserver/)
3. Click on the "can't access your account” link.
4. Click on "I have forgotten my password”
5. Enter the collaborator's username (i.e., their email address)
6. This will send them an email with a password reset link so that they can select their own password

**Email Language**

I have created an account for "USER EMAIL". In just a few minutes, the user will receive an email with a link to select a password. Once this is complete, "USER EMAIL" should login to

[https://code.seas.harvard.edu/](https://code.seas.harvard.edu/)

to set up an account.

Note that, for external users (not SEAS or FAS account holder) like "USER EMAIL", the user name is the same as the Email address.

Let me know if you run into any problems.