

# *Administrator orientation*

**Audience** Required—User Support contact  
Optional—Primary and Technical contacts, Art/Architecture Librarian, VR Curator

**Time** 30 minutes

**Objectives** At the end of this training, administrators will:

- Know how to register, delete, and upgrade user accounts
- Enable or disable Personal Collections
- Manage shared folders
- Find usage statistics

**Handouts** ARTstor Information Reference Document from “Welcome” e-mail

**Content**

- Contacts and roles
  1. Primary
  2. Technical
  3. User Support
- Enter ARTstor
  1. Register for an account
    - explain contact info in registered user email
    - functions: image groups, OIV
    - remote access
  2. Upgrade account
    - explain contact info in window
    - functions: folders, PC
- Super Admin
  1. URL and login information
    - [www.admin.artstor.org](http://www.admin.artstor.org)
    - Login: awmf\_\_\_\_\_ / artstor
  2. Manage users
  3. Shared folders
  4. Personal Collections
  5. Changing local contacts
- Usage Statistics
  1. URL and login information
  2. Available reports
- Promoting ARTstor at your institution
  1. Information “About ARTstor” for posting on library website
  2. Images for use in campus outreach
  3. How can ARTstor assist in reaching users at your campus?