Managing Users in Basecamp

Summary

Basecamp is a ubiquitous cloud-based project management and team collaboration tool, helping groups to manage projects and collaborate teams near or far! This platform was widely used to collaborate with individuals both inside and outside of the Yale University campus. While SOM IT still supports Basecamp, the use of this platform is declining.

Step-by-step guide

Make sure you are in Yale School of Management site, Yale School of Management - Archive Site. Link: https://basecamp.com/2013481/
Alumni Development & Affairs and Executive Education have their own separate Basecamp sites that SOM IT does not have access to, ensure that request is for the main SOM site. Executive Education should contact Amy Kundrat for assistance.

Adding Users

1. Click: Everyone in upper navigation

2. Click: Add People
3. Enter Email Address
4. Skip Step 2, project owners are responsible for inviting users to their projects.
5. If the request is for a user to have project creation permissions, check off "Can Create New Projects" in Step 3.
6. *Do not give users Administrator
7. Send Invitation

Giving Existing User Create Project Role

1. Search by name or click "Everyone" > "See All People"
2. Click "Users super powers and access to projects" upper right
3. Select "Can create projects"

Remove User

1. Search by name or click “Everyone” > “See All People”
2. Click “Users super powers and access to projects” upper right
3. Click “Remove User completely from Basecamp” upper right

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