User Management: A Data Administrator Can Add New User, Change Users and Reset Passwords
(Please note you can’t add an instructor since that is based on Q Rostering)

Resetting a Password: On the left hand side blue menu, click on Managing Users

- Input the last name and click on Search
- A list will appear, click on the bubble in front of the name, and then click on View/Update
- Click on the Temporary Password button. The page will refresh with a new password, but it is not yet changed.
- Scroll to the bottom of the page and click on Continue or Submit (depends on the type of access a person has).
- Keep clicking on Submit (you will have to do this either once or twice depending on the access the person has) until you see the User Screen that indicates that the password has been changed and an email sent.

Changing Access for a User: On the left hand side blue menu, click on Managing Users

- Input the last name and click on Search
- A list will appear, click on the bubble in front of the name, and then click on View/Update
- Scroll down to User Role, click on the role you want to add in the left hand box and click the Add Button. This will move the role over to the right hand box. Click on Continue (Do the reverse to remove access)
- A new screen will appear, if you are adding ADM role,
  - To select a school, click on the Add School Button, a new window appears and type 3 letters of the school name and click on Search, a list will appear, select the school and click on Add School. Scroll down and click on Submit. If you are just adding a Proctor, just scroll down and click on Submit.
- A user summary will appear, make sure it is correct and click on Submit.
- A user profile will appear saying the User Profile has been changed.

Adding a New User: On the left hand side blue menu, click on Managing Users

- Click on Create User
- Input a User Name (the users email address), email address, first name, last name, and ID number (District Number used for ERO, if they don’t have one, leave blank).
- Choose the roles you are giving them by click in the left hand box and then clicking on ADD. This will move the roles to the right hand box.
- If you are giving the person ADM rights, click on continue to choose the school.
  - Click on Add School button, a new window will appear and type in 2-3 letters of the school name then click on Search. Choose the correct school and click on Add School.
- Click on Submit
- A user summary will appear, make sure it is correct and click on Submit.
- A user profile will appear saying the User Profile has been created and an email sent.