

Add Users to School Site

In the Control Panel, Click **Users – Add New Users**



Fill in the following information

Add New User

User Name

User Name: * ⓘ

First Name

First Name: ⓘ

Last Name

Last Name: ⓘ

Display Name

Display Name: * ⓘ

Email address

Email Address: * ⓘ

User Type

Select what type of person you are entering.

User Type:

-- Select one --
Student
Teacher
Admin
Other

Authorize: ⓘ

Notify: ⓘ

Authorized - Leave checked
Notify - Will send them an email that the User Name has been created

Optionally enter a password for this user, or allow the system to generate a random password

Random Password ⓘ

Password: * ⓘ

Confirm Password: * ⓘ

Two Options for Password

1. Check Random - The system will choose a password and email it to the user
2. Manually Enter Password - Type in a password and again to confirm it

Click [Add New User](#) to save changes

This will create your user and now you can add roles to this user.

User Accounts

Username Search

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z All Online Unauthorized Deleted

			Username	Display Name	Address	Telephone	Created Date	Authorized
			bart@schooldesk.net	Teacher McTeacherson	United States		08/16/2013 14:04:33	✓
			mcadmin	Administrator Account			08/13/2013 13:29:28	✓
			parent@aol.com	Robdad robparent	United States		08/16/2013 17:20:55	✓
			rob@bluetorch.net	RobStudent Student	United States		08/16/2013 17:16:58	✓
			rob@schooldesk.net	Rob Frierson	United States		08/16/2013 17:10:48	✓
			support@schooldesk.net	RobParent Parent	United States		08/16/2013 17:20:19	✓
			wadmin	WendyAdmin	United States		08/26/2013 15:46:18	✓
			wendy@schooldesk.net	Wendy Edmondson	United States		08/23/2013 13:21:13	✓

Click the by the user you wish to edit.

Select the Security Role from the drop down

Enter Effective / Expiry date if desired

De-select Send Notification Field if you wish the end user to not be notified until trained.

Manage Roles for User: wadmin

Security Role Effective Date Expiry Date

Send Notification?

	Security Role	Effective Date	Expiry Date
	Registered Users		
	SDC_Access		
	Subscribers		
	SDC_Teacher		

Click Add Role to User and the grid will show what roles they are assigned to.