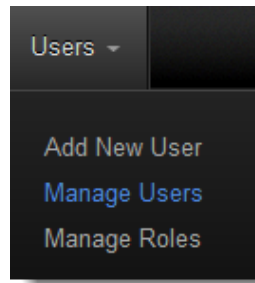
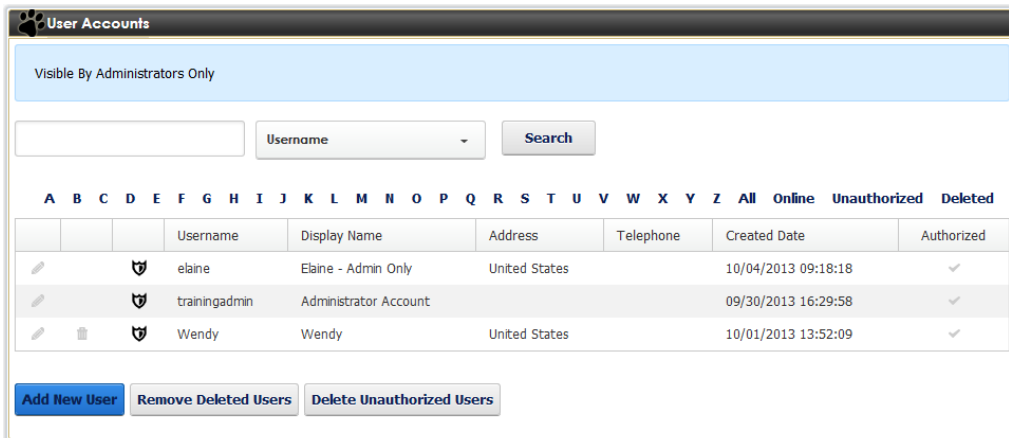


Manage Users on School Site

In the Control Panel, Click **Users – Manage Users**



Located at the bottom of page you will see the following User Accounts module with all users listed that have a login to your site.



Visible By Administrators Only

Username Search

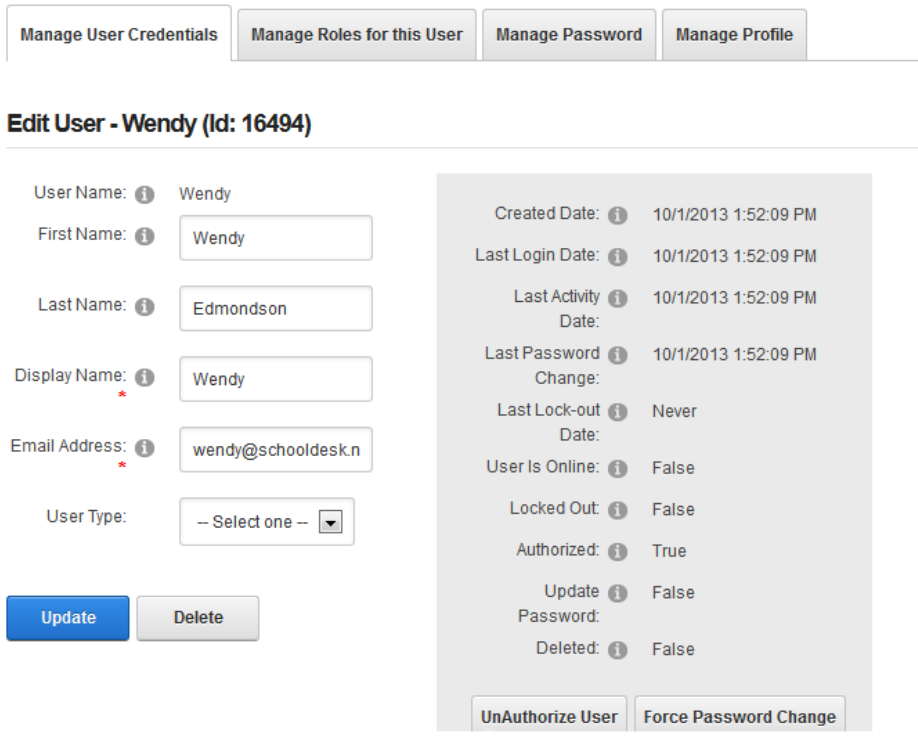
A B C D E F G H I J K L M N O P Q R S T U V W X Y Z All Online Unauthorized Deleted

		Username	Display Name	Address	Telephone	Created Date	Authorized
		elaine	Elaine - Admin Only	United States		10/04/2013 09:18:18	<input checked="" type="checkbox"/>
		trainingadmin	Administrator Account			09/30/2013 16:29:58	<input checked="" type="checkbox"/>
		Wendy	Wendy	United States		10/01/2013 13:52:09	<input checked="" type="checkbox"/>

[Add New User](#) [Remove Deleted Users](#) [Delete Unauthorized Users](#)

Options

Pencil allows you to edit all user specific credentials (except USER NAME), manage roles, password, profile and delete the user.



[Manage User Credentials](#) [Manage Roles for this User](#) [Manage Password](#) [Manage Profile](#)

Edit User - Wendy (Id: 16494)

User Name: Wendy

First Name:

Last Name:

Display Name: *

Email Address: *

User Type: ▼

[Update](#) [Delete](#)

Created Date: 10/1/2013 1:52:09 PM

Last Login Date: 10/1/2013 1:52:09 PM

Last Activity Date: 10/1/2013 1:52:09 PM

Last Password Change: 10/1/2013 1:52:09 PM

Last Lock-out Date: Never

User Is Online: False

Locked Out: False

Authorized: True

Update Password: False

Deleted: False

[UnAuthorize User](#) [Force Password Change](#)

Trash Can allows you to remove a user from the current site



Confirm

Are you sure you want to delete this user?

Yes No

Shield is the shortcut to manage roles for this user



Manage Roles for User: Wendy

Security Role ⓘ

Administrators

ADD ADDITIONAL ROLES

Expiry Date ⓘ

Add Role to User

Send Notification?

	Security Role	Effective Date	Expiry Date
	Registered Users		
	SDC_Access		
	Subscribers		
	SDC_Teacher		

**CURRENT ROLES
ASSIGNED TO USER**

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First Previous Next Last

Close