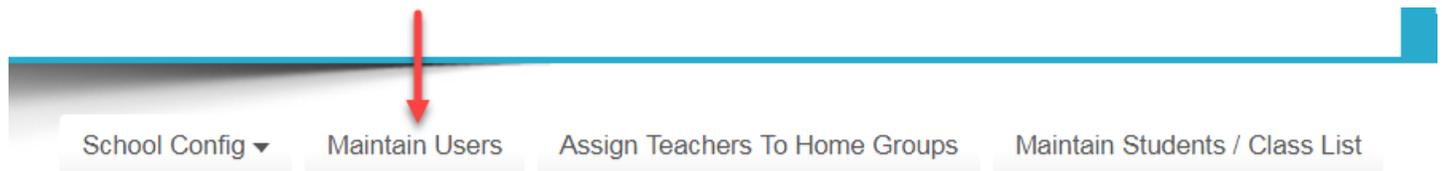




## Adding New Users

On the Home Page select 'Maintain Users'.



All users should have individual logons.

Password conventions are:

- \*Minimum 8 characters.
- \*At least one non alpha-numeric character, e.g. password~12

Before creating new logons, check to see if the user is already on the inactive list. If so, just make that person active again.

Check the module permission list when adding new users and assigning them a role.

Administrators have access to all areas, while others will have restricted access according to the chart.

**Teachers assessing students must be assigned the Teacher Role and must have a C Number and an email address entered.**

**Add New User**

Create user account for new User

User Name:

User First Name:

User Last Name:

Teacher C Number:

Role:

Password:

Confirm Password:

Same As Password

Offline Password:

Confirm Offline Password:

E-mail:

Roles	Modules							
	ADMIN Menu	nReports	nRoll	nILP	nWellbeing	nAid	nIncident	nAssessment
Administrator	✓	✓	✓	✓	✓	✓	✓	✓
Teacher		✓	✓	✓	✓		✓	✓
Relief Teacher			✓			✓	✓	
Office Administrator	✓	✓	✓			✓	✓	
School Well Being Officer				✓	✓	✓	✓	
Teacher Aide							✓	✓
First Aid Officer						✓		
Assessment Coordinator						✓		✓ (see Admin.)

## User List

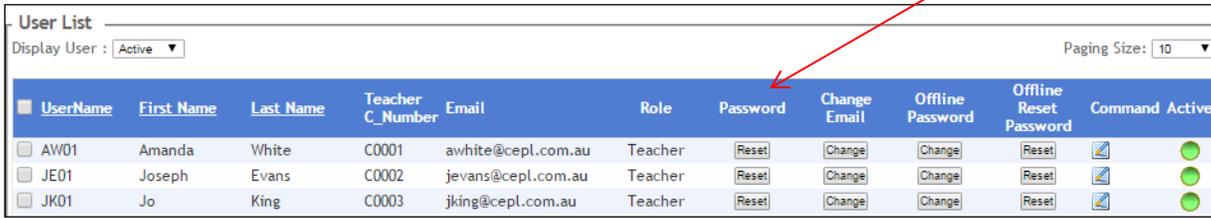
Click on the circles to change between active and inactive.

All users who will be assessing students or using any module at all need to be made active (green).

Any users who have left the school need to be made inactive (red).

Edit a user's details by clicking on the small blue edit button.

**NOTE:** If users forget their password or accidentally lock themselves out, any administrator user can reset their password by clicking on the **Reset** button under **Password**. This will reset the password back to the default.

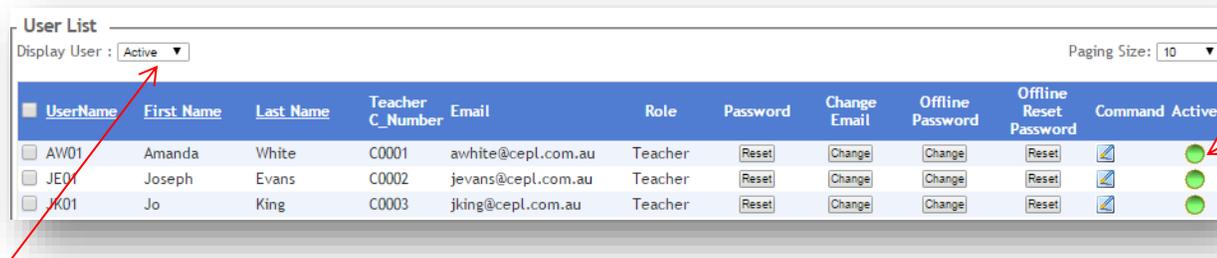


User List  
Display User : Active      Paging Size: 10

UserName	First Name	Last Name	Teacher C_Number	Email	Role	Password	Change Email	Offline Password	Offline Reset Password	Command	Active
<input type="checkbox"/> AW01	Amanda	White	C0001	awhite@cepl.com.au	Teacher	Reset	Change	Change	Reset		
<input type="checkbox"/> JE01	Joseph	Evans	C0002	jevans@cepl.com.au	Teacher	Reset	Change	Change	Reset		
<input type="checkbox"/> JK01	Jo	King	C0003	jking@cepl.com.au	Teacher	Reset	Change	Change	Reset		

## Deactivate Users

Any users who have left the school need to be made inactive (red). Click on the green button and it will turn red.



User List  
Display User : Active      Paging Size: 10

UserName	First Name	Last Name	Teacher C_Number	Email	Role	Password	Change Email	Offline Password	Offline Reset Password	Command	Active
<input type="checkbox"/> AW01	Amanda	White	C0001	awhite@cepl.com.au	Teacher	Reset	Change	Change	Reset		
<input type="checkbox"/> JE01	Joseph	Evans	C0002	jevans@cepl.com.au	Teacher	Reset	Change	Change	Reset		
<input type="checkbox"/> JK01	Jo	King	C0003	jking@cepl.com.au	Teacher	Reset	Change	Change	Reset		

A list of 'Inactive users' can be found by clicking on the dropdown in 'Display User' and selecting 'Inactive.'