



## User Accounts

1. On the Home page, select 'Maintain Users'.



2. To create a new user, fill in the details under the heading 'Add New User'.

**Add New User**

Create user account for new User

User Name:

User First Name:

User Last Name:

Teacher C Number:

Role:  ▼

Password:

Confirm Password:

E-mail:


When adding a new user you have to assign 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 entered.



















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						✓		✓ (inc Admin.)

Passwords need to be a minimum of 8 characters in length and need to contain at least one non alpha numeric character. (e.g. password\*12)

- 3. The list at the bottom of the screen shows the current users in the system. You can switch between the list of active and inactive users by using the 'Display User' drop down menu.

User List

Display User : Active  Paging Size: 10



















<input type="checkbox"/>	UserName	First Name	Last Name	Teacher C_Number	Email	Role	Password	Change Email	Command	Active
<input type="checkbox"/>	AW01	Amanda	White	C0001	awhite@cepl.com.au	Teacher	Reset	Change		
<input type="checkbox"/>	editir	editor	editor	12345	info@cepl.com.au	Office Administrator	Reset	Change		
<input type="checkbox"/>	guest	Guest	User	C123	guest@cepl.com.au	Administrator	Reset	Change		
<input type="checkbox"/>	JE01	Joseph	Evans	C0002	jevans@cepl.com.au	Teacher	Reset	Change		
<input type="checkbox"/>	JK01	Jo	King	C0003	jking@cepl.com.au	Teacher	Reset	Change		
<input type="checkbox"/>	KL01	Kelly	Lang	C0004	klang@cepl.com.au	Teacher	Reset	Change		
<input type="checkbox"/>	PP01	Peter	Piper	C0005	ppiper@cepl.com.au	Teacher	Reset	Change		
<input type="checkbox"/>	SB01	Simon	Bowring	C0006	ben@nforma.com.au	Teacher	Reset	Change		
<input type="checkbox"/>	TT01	Tanya	Tanner	C0007	dorothy@nforma.com.au	Teacher	Reset	Change		

Set N/A to resolve missing data for selected teacher

Click on the circle on the right-hand side to change the user's active status. Green indicates they are active while red indicates that they are 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).

User List

Display User : Active Paging Size: 10

<input type="checkbox"/>	UserName	First Name	Last Name	Teacher C_Number	Email	Role	Password	Change Email	Command	Active
<input type="checkbox"/>	AW01	Amanda	White	C0001	awhite@cepl.com.au	Teacher	Reset	Change		
<input type="checkbox"/>	editir	editor	editor	12345	info@cepl.com.au	Office Administrator	Reset	Change		
<input type="checkbox"/>	guest	Guest	User	C123	guest@cepl.com.au	Administrator	Reset	Change		
<input type="checkbox"/>	JE01	Joseph	Evans	C0002	jevans@cepl.com.au	Teacher	Reset	Change		
<input type="checkbox"/>	JK01	Jo	King	C0003	jking@cepl.com.au	Teacher	Reset	Change		
<input type="checkbox"/>	KL01	Kelly	Lang	C0004	klang@cepl.com.au	Teacher	Reset	Change		
<input type="checkbox"/>	PP01	Peter	Piper	C0005	ppiper@cepl.com.au	Teacher	Reset	Change		
<input type="checkbox"/>	SB01	Simon	Bowring	C0006	ben@nforma.com.au	Teacher	Reset	Change		
<input type="checkbox"/>	TT01	Tanya	Tanner	C0007	dorothy@nforma.com.au	Teacher	Reset	Change		




















Set N/A to resolve missing data for selected teacher

4. You can edit a user's details by clicking on the small blue edit button. When you're finished updating the details, there will be a small tick and cross where the edit button was. Click the tick to save or the cross to discard the changes.

User List

Display User : Active ▼

Paging Size: 10 ▼

<input type="checkbox"/>	UserName	First Name	Last Name	Teacher C_Number	Email	Role	Password	Change Email	Command	Active
<input type="checkbox"/>	AW01	Amanda	White	C0001	awhite@cepl.com.au	Teacher	Reset	Change		
<input type="checkbox"/>	editir	editor	editor	12345	info@cepl.com.au	Office Administrator	Reset	Change	 	
<input type="checkbox"/>	guest	Guest	User	C123	guest@cepl.com.au	Administrator	Reset	Change		
<input type="checkbox"/>	JE01	Joseph	Evans	C0002	jevans@cepl.com.au	Teacher	Reset	Change		
<input type="checkbox"/>	JK01	Jo	King	C0003	jking@cepl.com.au	Teacher	Reset	Change		
<input type="checkbox"/>	KL01	Kelly	Lang	C0004	klang@cepl.com.au	Teacher	Reset	Change		
<input type="checkbox"/>	PP01	Peter	Piper	C0005	ppiper@cepl.com.au	Teacher	Reset	Change		
<input type="checkbox"/>	SB01	Simon	Bowring	C0006	ben@nforma.com.au	Teacher	Reset	Change		
<input type="checkbox"/>	TT01	Tanya	Tanner	C0007	dorothy@nforma.com.au	Teacher	Reset	Change		

Set N/A to resolve missing data for selected teacher