nForma - User Accounts



User Accounts

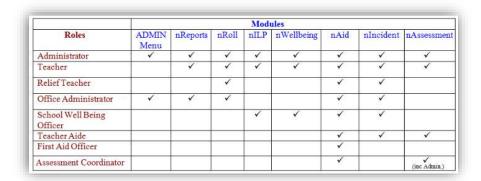
1. On the Home page, select 'Maintain Users'.



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

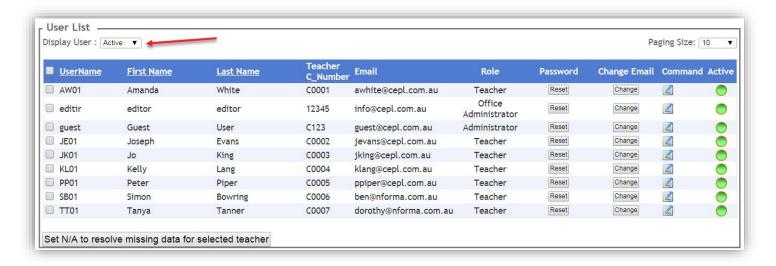


When adding a new user you have to assign them a role. Administrators have access to all areas, while others will have restricted access according to the chart. Teachers assessing students must be assigned the Teacher Role and must have a C Number entered.

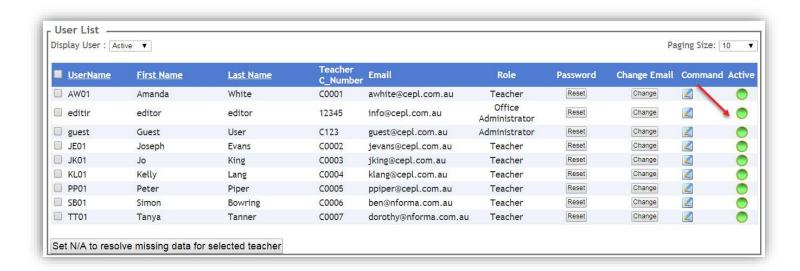


Passwords need to be a minimum of 8 characters in length and need to contain at least one non alpha numeric character. (e.g. password*12)

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.



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).



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.

