

Open the User's Account

Step 1

Under **Administrators**, click **Manage User Accounts** to open the **Manage User Accounts** page.

Step 2

Select the **User Type**. (District Administrator appears only for District Administrators.)

Step 3

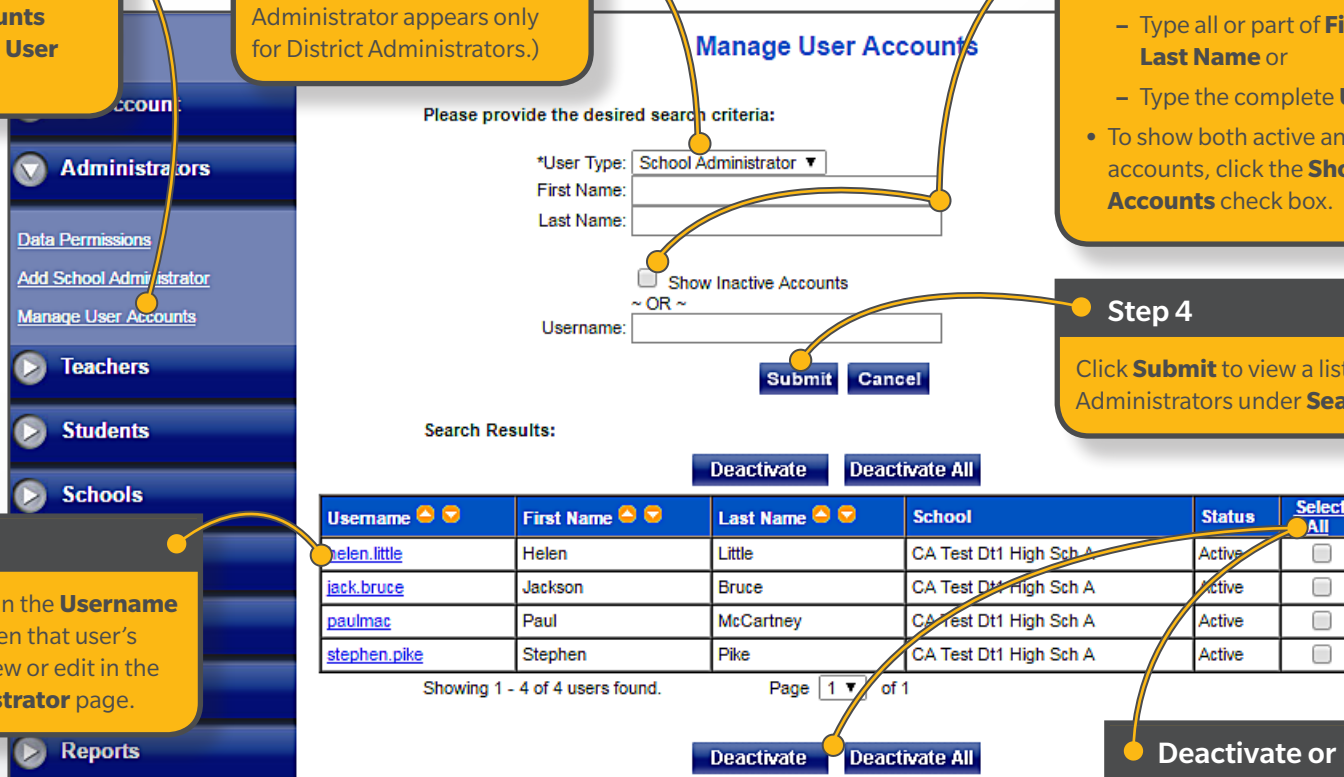
- To limit the account names returned:
 - Type all or part of **First Name** and **Last Name** or
 - Type the complete **Username**.
- To show both active and inactive accounts, click the **Show Inactive Accounts** check box.

Step 4

Click **Submit** to view a list of Administrators under **Search Results**.

Step 5

Click a name in the **Username** column to open that user's account to view or edit in the **Edit Administrator** page.



Manage User Accounts

Please provide the desired search criteria:

*User Type: School Administrator ▼

First Name:

Last Name:

☐ Show Inactive Accounts

~ OR ~

Username:

Submit **Cancel**

Search Results:

Deactivate **Deactivate All**

Username	First Name	Last Name	School	Status	Select All
helen.little	Helen	Little	CA Test Dt1 High Sch A	Active	<input type="checkbox"/>
jack.bruce	Jackson	Bruce	CA Test Dt1 High Sch A	Active	<input type="checkbox"/>
paulmac	Paul	McCartney	CA Test Dt1 High Sch A	Active	<input type="checkbox"/>
stephen.pike	Stephen	Pike	CA Test Dt1 High Sch A	Active	<input type="checkbox"/>

Showing 1 - 4 of 4 users found. Page 1 of 1

Deactivate **Deactivate All**

Deactivate or Export

- To deactivate accounts, select accounts in the right column and click **Deactivate** or click **Deactivate All** to deactivate all accounts listed.
- To export the list to an Excel file, click **Export to CSV**.

Edit the User's Account

Step 1
Change the Account Status to **Active** or **Inactive**.

Step 2
Update account fields as required.

Note:

- You cannot change the username.
- Be sure to record the new password. It will not appear in the confirmation screen that appears when you click **Submit**.

Did You Know?
When you place your cursor in the **Password** field, this text bubble appears with the password requirements.

Your password must have:

- Between 8-128 characters
- One lower case character
- One upper case character
- One number
- No Spaces
- One special character (!@#\$%^&*()_-={}|~;"/?<>.,)

Step 3
Click **Submit** to update the account.

Edit School Administrator

Please provide the following information:

State: CA
District: CA Test Dt 1
School: CA Test Dt1 High Sch A

Account Status: ☒ Active ☐ Inactive

*First Name: Jackson
*Last Name: Bruce
*Email Address: jack.bruce@schoolmail.com
*Retype Email Address: jack.bruce@schoolmail.com

Username: jack.bruce
*Password:
*Retype Password:

Submit **Cancel**