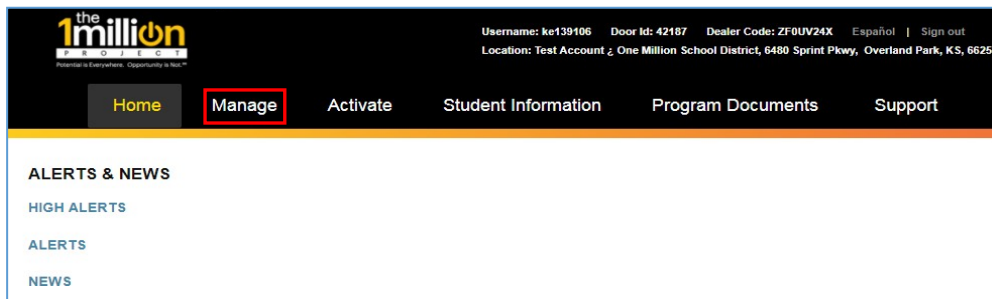


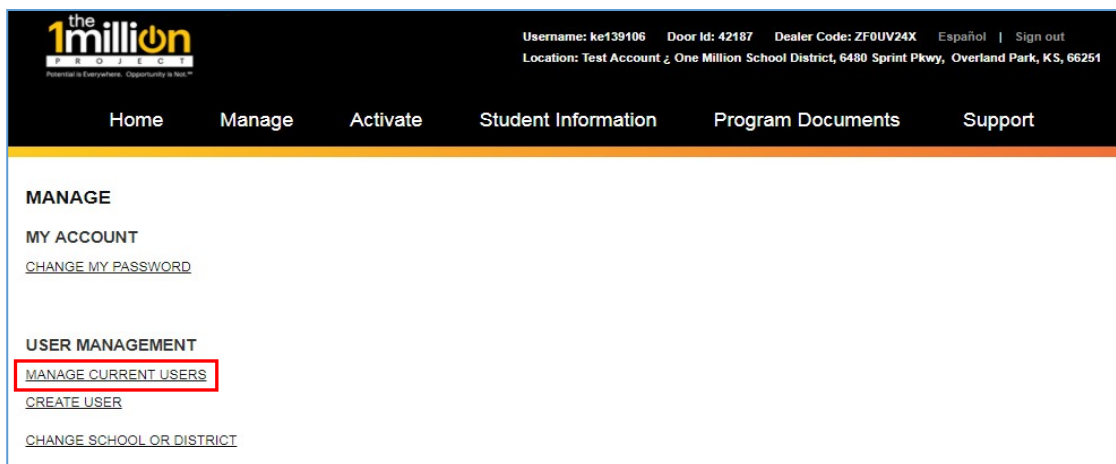
Managing and Deleting Employee Profiles (Accounts should be created for DiG iN Facilitators/Administrators Only)

Use this process to reset an employee password, change a password, or change permissions.

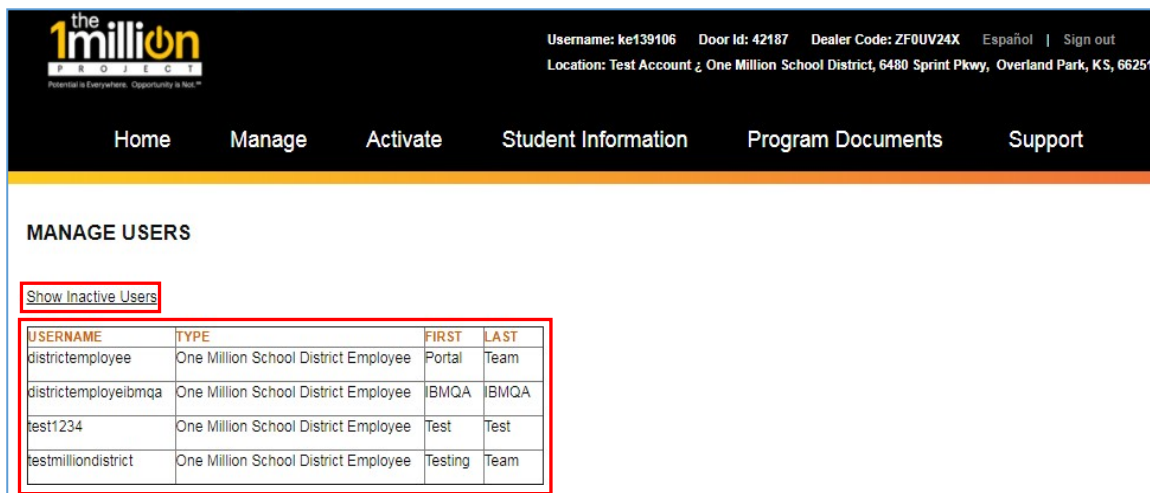
1. Select the **Manage** tab.



2. Select **MANAGE CURRENT USERS**.



3. Select the profile that you wish to modify. If the user you wish to modify is locked or inactive, select **Show Inactive Users** to display additional results.



4. To update the password:
 - a. Enter the new password in the **New Password** field.
 - b. Confirm the password in the **Re-enter New Password** field.
 - c. Select **Yes** from the drop-down menu if the newly created password is intended to be temporary.
 - d. Select **UPDATE**.

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Username: ke139106 Door Id: 42187 Dealer Code: ZF0UV24X Español | Sign out
Location: Test Account 2, One Million School District, 6480 Sprint Pkwy, Overland Park, KS, 66251

Home Manage Activate Student Information Program Documents Support

EDIT USER

User Status: Active ▾

First Name: Test

Last Name: Test

Username: test1234

Phone Number:

Email Address:

New Password:

Re-enter New Password:

Force User to Change Password? No ▾

UPDATE BACK TO USER LIST

5. To update the user name:
 - a. Type in the new first and/or last name.
 - b. Select **UPDATE**.

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Home Manage Activate Student Information Program Documents Support

EDIT USER

User Status: Active ▾

First Name: Test

Last Name: Test

Username: test1234

Phone Number:

Email Address:

New Password:

Re-enter New Password:

Force User to Change Password? No ▾

UPDATE BACK TO USER LIST

6. To update the employee user status:
 - a. Select the **User Status** drop-down menu.
 - b. Select one of the following:
 - Active = Employee can access the Device Management Portal and make changes.
 - Inactive = Employee cannot log on to the Device Management Portal and will receive a notification that the account is inactive.

- Locked = Employee cannot log on to the Device Management Portal and will receive a notification that the profile is locked.

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Location: Test Account 2 One Million School District, 6480 Sprint Pkwy, Overland Park, KS, 66251

Home Manage Activate Student Information Program Documents Support

EDIT USER

User Status: (Dropdown menu open showing: Active, Inactive, Locked)

First Name:

Last Name:

Username:

Phone Number:

Email Address:

New Password:

Re-enter New Password:

Force User to Change Password?

UPDATE BACK TO USER LIST