Manage Users Overview

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The Manage Users section of the Admin Module in GradLeaders Career Center allows CSO administrators to manage the users who have a login account to both the Admin Module as well as the Employer Module. The Manage Users section is divided into two tabs, Admins and Employers with each tab listing the user that have access to each module. There is also a search function that will search the user's last name from the grid. Â From the grid an admin may send the user their login information using the envelope icon, or the admin may click on the user's username to change their username, password, email address, permission group(s), and/ or their subscription(s) access. The admin may also use this menu to disable a login to prevent the user from logging into the system.

Posted by: KB Admin - Jan 10, 2011 at 1:30 PM. This article has been viewed 3868 times.

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