Manage Security

Author: Burt Lancaster

Updated: 5 years ago

Select Settings



Click on Security



Click on User Roles

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🔁 Students	User Roles
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Click to Add a New Role

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🗲 Tasks	Assistant		10/11/16, 8:48 AM	Landon Jones	e i			
\$ Invoices	Staff		10/11/16, 8:48 AM	Landon Jones	e i			
✓ Imports	Technician I		10/11/16, 8:48 AM	Landon Jones	ľ 🕯			
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	Integration Specialist		10/11/16, 8:48 AM	Landon Jones	ľ î			
	Media Specialist		10/11/16, 8:48 AM	Landon Jones	ľ			
	Bookkeeper		9/18/18, 11:30 AM	Joey Cole	ľ Î			
	View Only	View Only	8/8/19, 8:28 AM	Burton Lancaster	B .			

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Click on User Groups

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	Demo Media Specialist			10/11/16, 8:51 AM	Landon Jones	2		
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Click on User Logins

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Click to Add a New User

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\$ Invoices	Charles	Gordon	Active	charles.gordon	3/23/16, 5:06 PM	3/23/16, 5:06 PM	Burt Lancaster	Burt Lancaster	2 1
	Johnny	Doe	Active	john.doe	11/7/17, 10:00 AM	9/11/18, 11:18 AM	Burt Lancaster	Burt Lancaster	2
✓ Imports	James	Johnson	Active	james.johnson	12/28/17, 2:43 PM	6/20/19, 2:43 PM	Burt Lancaster	Burton Lancaster	2 🕯
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🌣 Settings	Guest	Account	Active	Guest.Account	6/18/18, 10:19 AM	6/18/18, 10:19 AM	Burt Lancaster	Burt Lancaster	2 1
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	Chelsey	Cole	Active	chelsey.cole	1/19/19, 2:16 PM	1/19/19, 2:16 PM	Joey Cole	Joey Cole	C î
	Johnny	Fowler	Active	jbagwell@testgmail.com	1/19/19, 2:16 PM	1/19/19, 2:16 PM	Admin Admin	Admin Admin	2
	Renee	jones	Active	rqueen@testgmail.com	1/19/19, 2:16 PM	1/19/19, 2:16 PM	Admin Admin	Admin Admin	2
	Joseph	Matthew	Active	jbagwell@testgmail.com	1/19/19, 2:26 PM	1/19/19, 2:26 PM	Admin Admin	Admin Admin	C î
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Click on a User to Modify Login

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	Chelsey	Cole	Active	chelsey.cole	1/19/19, 2:16 PM	1/19/19, 2:16 PM	Joey Cole	Joey Cole	c î
	Johnny	Fowler	Active	jbagwell@testgmail.com	1/19/19, 2:16 PM	1/19/19, 2:16 PM	Admin Admin	Admin Admin	C 🗑
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	Joseph	Matthew	Active	jbagwell@testgmail.com	1/19/19, 2:26 PM	1/19/19, 2:26 PM	Admin Admin	Admin Admin	ß
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