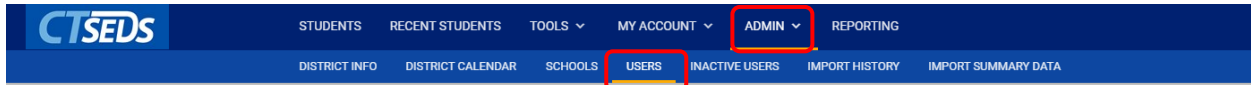## Adding and Inactivating Users

CTSEDS

This quick guide will help you add or inactivate users in your local site. If you have a large number of users to add or inactivate, reach out to CT-SEDS Support and you may be able to import the changes.

Adding Users

To add users, Click on Admin in the dark blue menu bar, and then Users in the light blue menu bar.

This will take you to the User search page

Click on the Add New User button to add a new user.

At the top of the Add New User Page, you will need to fill in the person's name, email address, and User Code. For user code, Districts should use the user's first initial, the first three digits of the District Code, and last name. APSEPs should use the user's first initial, AP1, and last name.

	First	Middle	Last	Suffix
Name:				

User Name (E-Mail Address): *

User Code: *

CHECK ALL   **CHECK NONE**

Using the checkboxes, select the appropriate School System/Agency. Then create the user's initial password. Remember, the user will only use this password once and will be prompted to create a new one upon their first log in to CT-SEDS.

Password: _____ (See How to choose a good password)

Password (again): _____

Title: _____

*It is also a good idea to enter the user's title. This may be shown on documents like team lists and attendance sheets.

Then, select the user's User Type from the dropdown menu. Note that your own permissions may not be able to assign all user types that exist in your district.
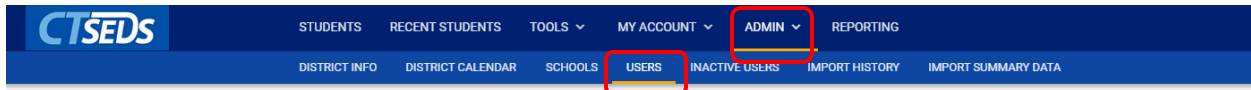
User Type: [⌄] *

Finally, set the user's school associations by selecting the appropriate schools from the field using the checkboxes. For most users this is essential, or they will not be able to search for or access student information if they are not assigned to the schools where the students they need to work with are assigned.

When you have completed all required fields you can use the buttons at the bottom of the page to add the user and take any next steps.

ADD USER TO DATABASE

ADD USER TO DATABASE, THEN EDIT USER DETAILS

ADD USER TO DATABASE, THEN ADD ANOTHER

Inactivating Users

To inactivate users, Click on Admin in the dark blue menu bar, and then Users in the light blue menu bar.

This will take you to the User search page

Use the available criteria to search for the user(s) you want to inactivate. After clicking View User(s) you will have a roster of users similar to the image below.

Select the user(s) you want to inactivate by using the checkboxes in the Inactivate column. When finished, click Inactivate Selected Users at the bottom of the page.