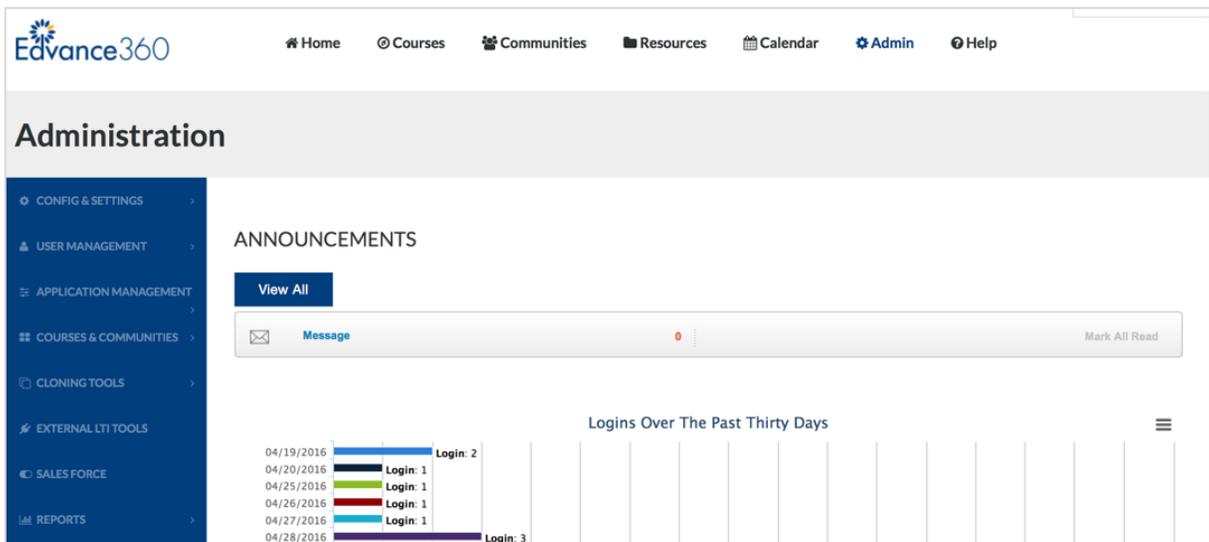


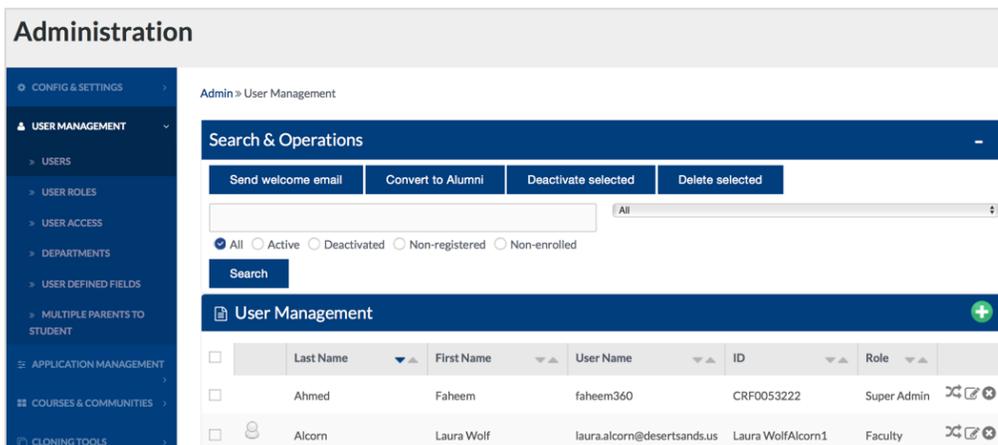
Edvance360 QUICKSTART GUIDE

How to Create a User

- 1 To create a new user account manually in Edvance360, first log in as an Administrator and click on the Admin Tab.

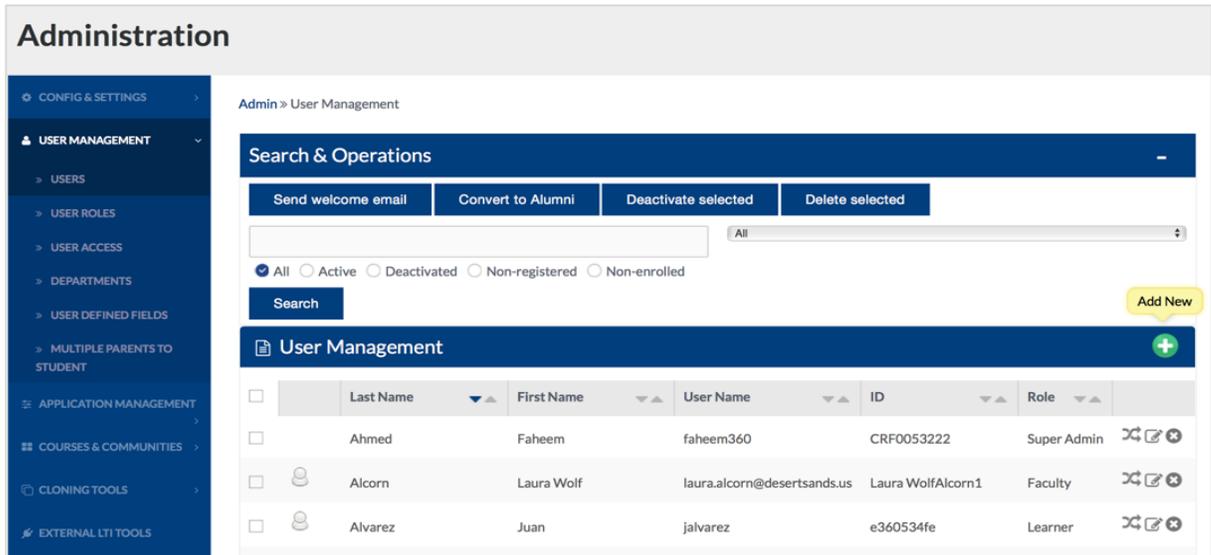


- 2 Click on the User Management link in left-hand navigation bar. Then click Users from the drop down list.



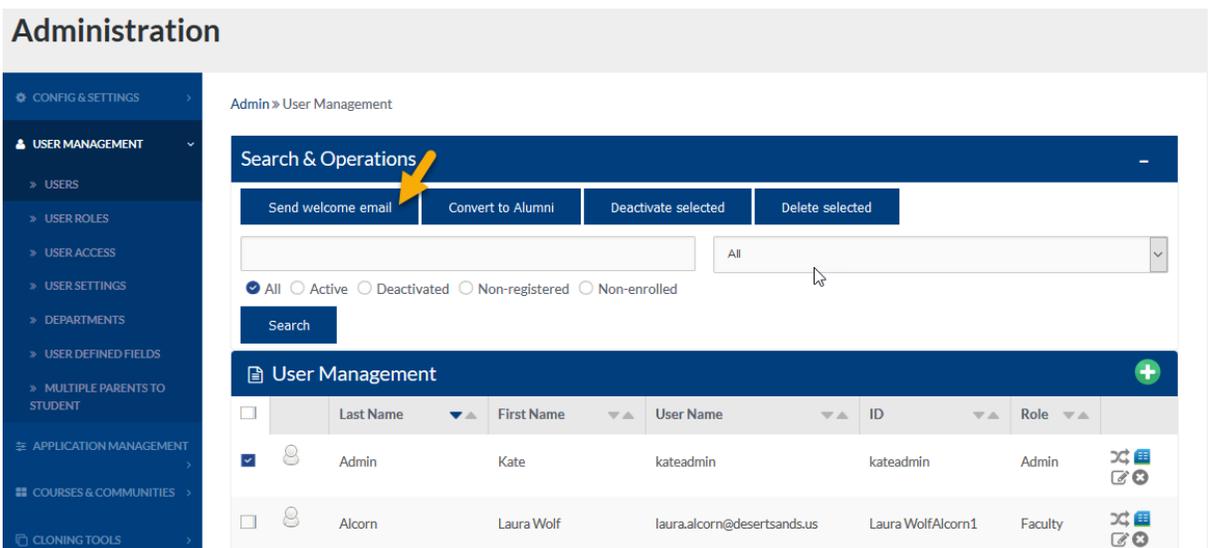
QuickStart Guide: How to Create a User

- 3 Click the "Add New User" link at the top-right of the page and add the pertinent, available information. **Note:** Only the red asterisked fields are required. Click the "Submit" button to complete.



The screenshot shows the 'Administration' interface with a sidebar on the left containing navigation options like 'CONFIG & SETTINGS', 'USER MANAGEMENT', 'USERS', 'USER ROLES', 'USER ACCESS', 'DEPARTMENTS', 'USER DEFINED FIELDS', 'MULTIPLE PARENTS TO STUDENT', 'APPLICATION MANAGEMENT', 'COURSES & COMMUNITIES', 'CLONING TOOLS', and 'EXTERNAL LTI TOOLS'. The main content area is titled 'Admin > User Management' and features a 'Search & Operations' header with buttons for 'Send welcome email', 'Convert to Alumni', 'Deactivate selected', and 'Delete selected'. Below this is a search bar and radio buttons for 'All', 'Active', 'Deactivated', 'Non-registered', and 'Non-enrolled'. A yellow 'Add New' button is highlighted in the top right corner. The 'User Management' table below has columns for 'Last Name', 'First Name', 'User Name', 'ID', and 'Role', with rows for 'Ahmed Faheem', 'Alcorn Laura Wolf', and 'Alvarez Juan'.

- 4 After clicking the "Submit" button, you will be returned to the list of users. To complete the process, click the checkmark box to the left of the new user's name and click the "Send Welcome Email" to send the user a Welcome Email. The user will then be able to select a username and password to sign in. **Note:** To edit the Welcome email go to Admin>Config & Settings>Application Settings>Email Settings.



This screenshot is similar to the previous one but shows the 'Send welcome email' button highlighted with a yellow arrow. The 'User Management' table now includes a new row for 'Admin Kate' with a checked checkbox in the first column, indicating the user has been selected for the action.