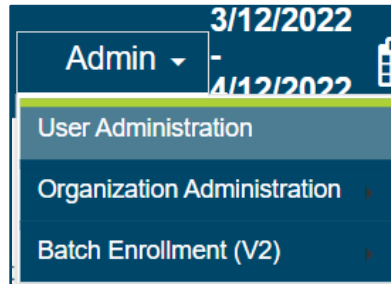




User Admin 2.0 Step by Step Instructions

1. Login to the WIN Career Readiness System by navigating to the URL wincrsystem.com and by entering your login information.
2. Choose **User Administration** under the **Admin** tab.



3. On the left side menu, select the User Type and Organization Type. Once you make these selections, you can search specific learner or staff member by entering their first name, last name, email, or status (active or deactivated) in the respective fields before clicking **Search**.

User Administration

User Type:*

Organization:*

▼ Default Search Fields

First Name:

Last Name:

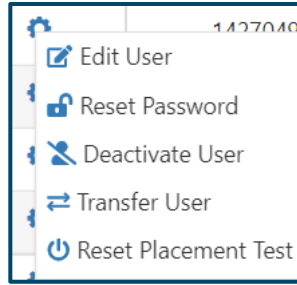
Email:

Status:

WINCRS Id:

4. If the learner or staff member is already enrolled, you can change their password by clicking the **gear** icon on the far left of the screen. Select **Reset Password**. You can view a learner's current password by clicking the **eye** icon in the **Password** column.

<input type="checkbox"/>	Row Actions	WinCRSId	First Name	Last Name	Username	Organization	Password	Enrollment Date
<input type="checkbox"/>	<input type="checkbox"/>	<input type="text" value="1427048"/>	<input type="text" value="Avery"/>	<input type="text" value="Atlas"/>	<input type="text" value="avery@win.com"/>	<input type="text" value="Fain Career Tech Academy"/>	<input type="text" value="*****"/>	<input type="text" value="11/3/2020"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="text" value="1427049"/>	<input type="text" value="Anita"/>	<input type="text" value="Atlas"/>	<input type="text" value="anita@win.com"/>	<input type="text" value="Fain Career Tech Academy"/>	<input type="text" value="*****"/>	<input type="text" value="11/3/2020"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="text" value="1427050"/>	<input type="text" value="Kevin"/>	<input type="text" value="Atlas"/>	<input type="text" value="kevinh@win.com"/>	<input type="text" value="Fain Career Tech Academy"/>	<input type="text" value="*****"/>	<input type="text" value="11/3/2020"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="text" value="387590"/>	<input type="text" value="Jane"/>	<input type="text" value="Austin"/>	<input type="text" value="mansfieldpark@win.com"/>	<input type="text" value="South Bay Training Site"/>	<input type="text" value="*****"/>	<input type="text" value="7/14/2016"/>



5. If the learner or staff member is not already created, click the + icon in the top right corner.



6. In the window that opens, select the User Type and Organization from the dropdown menus, then fill in the user's first name, last name, email address and password. When you have finished entering this information, click **Save**.

Visit the [How-To Videos](#) section on the WIN Learning Resource Center for more detailed information about User Admin 2.0