

## **User Admin 2.0 Step by Step Instructions**

- 1. Login to the WIN Career Readiness System by navigating to the URL <u>wincrsystem.com</u> 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:*	Jser Type:* Select User Type ▼		
Organization:* Select Organization( •			•
➡ Default Set	earch Fields		
First Name:			
Last Name:			
Email:			
Status:	Active	8 -	
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.

Row Actions	WinCRSId	First Name	Last Name 1	Username <b>Y</b>	Organization	Password	Enrollment Date	T
	Q	Q	Q	Q	Q		Q	
				, .	· · · · · · · · · · · · · · · · · · ·	-		
0	1427048	Avery	Atlas	avery@win.com	Fain Career Tech Academy	***** @	11/3/2020	
0	1427049	Anita	Atlas	anita@win.com	Fain Career Tech Academy	***** @	11/3/2020	
0	1427050	Kevin	Atlas	kevinh@win.com	Fain Career Tech Academy	***** 🗿	11/3/2020	
0	387590	Jane	Austin	mansfieldpark@win.com	South Bay Training Site	***** 0	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**.

Add New User			
Personal Info	ormation		
User Type: *	Select a User Type	•	
Organization: *	Select Organization(s)	×	
First Name: *			
Middle Name:			
Last Name: *			
Email: *			
Password: *		<b>O</b>	
	User must change password at next lo	oqon	
			Cancel Save

Visit the <u>How-To Videos</u> section on the WIN Learning Resource Center for more detailed information about User Admin 2.0