

# WIN Career Readiness System: List and Edit Users

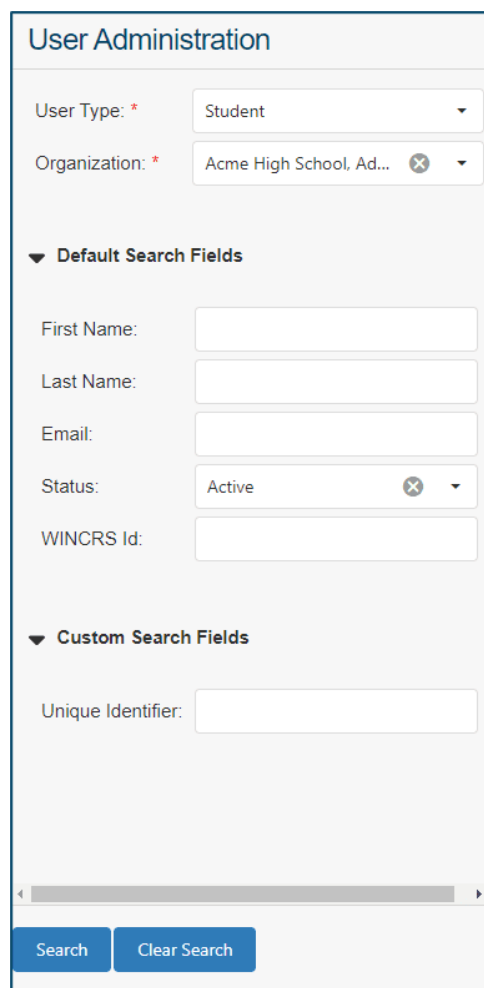
[winlearning.zohosites.com/WIN System/crs-list-and-edit-users](http://winlearning.zohosites.com/WIN%20System/crs-list-and-edit-users)

## Choose **User Administration**

under the Admin tab to open the User Administration menu.

To view a list of users and edit individual user information, select a User Type and Organization from the drop-down menus on the left. Choices are based upon user permission levels.

Once a user type is selected, the search box will expand and searching for a specific user by first name, last name, email, WINCRS ID, or status (active or deactivated) is available. Choose the **Search** button without making a selection to view a list of all users. Select **ALL STAFF** to see facilitators and administrators enrolled in the portal.



The screenshot shows the 'User Administration' search interface. At the top, there are two dropdown menus: 'User Type: \*' set to 'Student' and 'Organization: \*' set to 'Acme High School. Ad...'. Below these is a section titled 'Default Search Fields' with a dropdown arrow. It contains five input fields: 'First Name:', 'Last Name:', 'Email:', 'Status:' (set to 'Active'), and 'WINCRS Id:'. Below that is a section titled 'Custom Search Fields' with a dropdown arrow, containing one input field: 'Unique Identifier:'. At the bottom of the form are two buttons: 'Search' and 'Clear Search'.

To export the list to an Excel spreadsheet, click the Export icon at the top of the screen.



Hover over the gear icon to **Edit User**, **Reset Password**, **Deactivate User**, **Transfer User**, or **Reset Placement Test**.

