WIN Career Readiness System: List and Edit Users
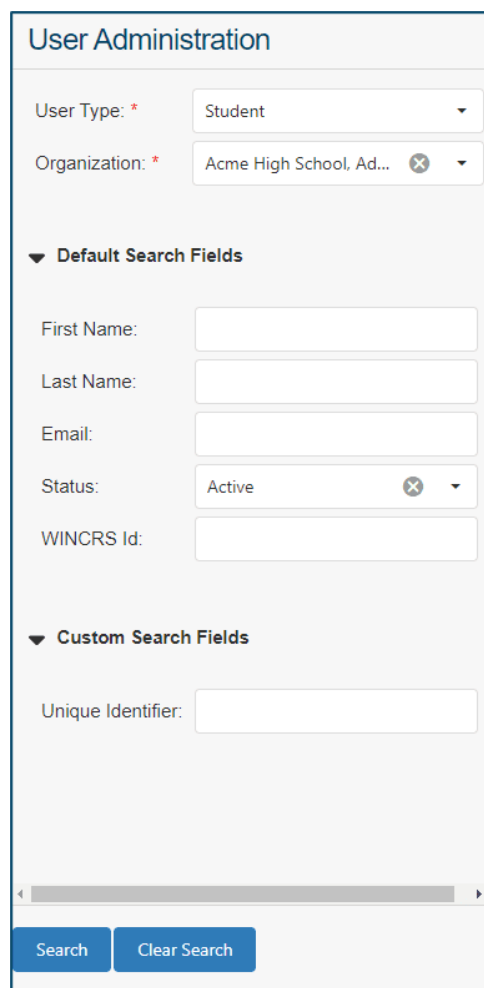
win **winlearning.zohosites.com**/WIN System/crs-list-and-edit-users

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.

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**.