CRS Transfer Users | WIN Learning Resource Center
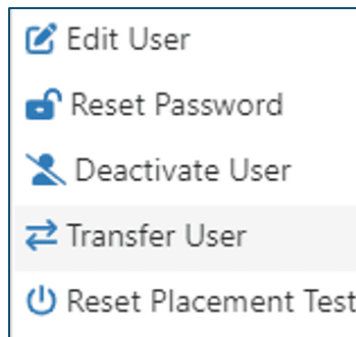
WIN Career Readiness System: Transfer Users

From your user list, you can transfer individual users or groups of users. The **Transfer Users** function is only available if there are more than one location in your portal. Only administrators who oversee multiple locations will be able to use the **Transfer Users** tool.

Transfer Users

To transfer an individual user, click the gear icon next to the user's name and click Transfer User.

To transfer multiple users, click the check box next to each user's name and click the Transfer icon at the top of the list.

Once you have clicked the Transfer icon, a window will open with a drop-down menu so you can select the organization you want to transfer these users to. You can select Promote or Set Grade level for transferred Users, which will allow you to set the grade level for the selected users. When you are finished, click Transfer Users.

Transfer selected user(s)

School: Select an Organization ▼

☐ Promote or Set Grade level for transferred Users

Remove	First Name	Last Name ↑	Username	Organization	Unique Identifier
	🔍	🔍	🔍	🔍	🔍
⊗	Student	101	student101@fain.com	Fain Career Tech Academy	111
⊗	Student	102	student102@fain.com	Fain Career Tech Academy	222
⊗	Student	103	student103@fain.com	Fain Career Tech Academy	333
⊗	Student	104	student104@fain.com	Fain Career Tech Academy	444
⊗	Student	107	student107@fain.com	Fain Career Tech Academy	777
⊗	Student	108	student108@fain.com	Fain Career Tech Academy	888
⊗	Student	109	student109@fain.com	Fain Career Tech Academy	999

Cancel   Transfer User(s)

Search for a User

To search for an existing user, select the User Type and Organization from the drop-down menus on the left. Search and filter options will change depending on the user type selected. Use the additional search fields (First Name, Last Name, Status, etc.) to further filter the results if needed. Click Search to view the results.

User Administration

User Type: *   Student   ▼

Organization: *   Fain Career Tech Acade... ⊗ ▼

▼ **Default Search Fields**

First Name: [   ]

Last Name: [   ]

Email: [   ]

Status: Active   ⊗ ▼

WINCRS Id: [   ]

▼ **Custom Search Fields**

Unique Identifier: [   ]

[Search] [Clear Search]