

Adding a New User

When a new student arrives at your school, you must add the new student to the Workflows system.

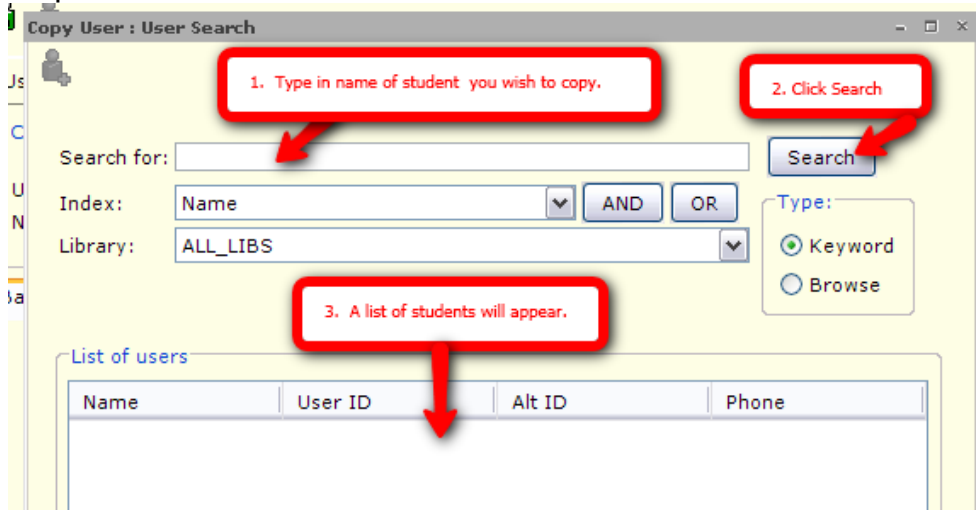
Get the new student 7 digit Trevlac number from your school secretary.
Select a classmate's name from the homeroom of the new student.

From the Circulation Users Task Bar follow the following steps to clone a user.

Step 1:



Step 2:



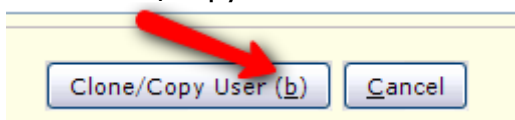
a. Type in the name of the classmate who exists in the new student's homeroom.

b. Click search.

c. A list of students may appear. Select the proper student from the list.

Step 3:

Click Clone/Copy User button at the bottom of the screen.



Step 4:

Type the new student's Trevlac number in the space provided for New ID.

Copy User : Clone/Copy User

User ID: 30300964 Profile name: EL-KIDPW...

Creating new user by copying information from:

User ID: 30300964

New ID:

Step 5:

Click Register User

Register User Modify Clone/Copy This User to Another Close

Step 6:

Over-ride the highlighted name by typing in the name of the new student.

Basic Info Privilege Demographics Addresses Extended Info

Last name, first: Moore,Kasey

Title:

User ID: 30XXXXX

Alt ID:

Group ID:

Library: 3_BENSON

Profile name: EL-KIDPWR

Type in the name of the new student, e.g., Lastname, Firstname

Step 7:

Click the Register User button again.

A new box will appear confirming that the new student has been copied and now exists in the system.

Complete

Moore,Kasey is registered

Clone/Copy This User to Another

Make More Changes

Close

Register User Modify Clone/Copy This User to Another Close