

## **Modifying an Existing User**

A student is new to your school, however has been previously entered into the WorkFlows library system in another GECDSB school.

You must modify this student's record to indicate your school.

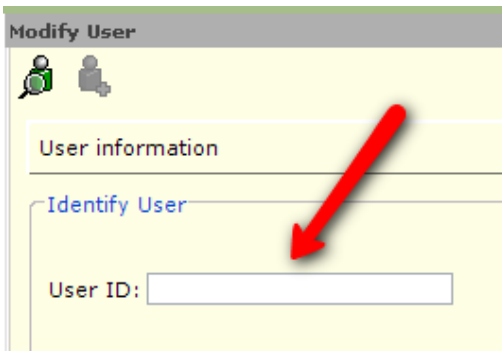
Get the new student's 7 digit Trevlac number from your school secretary.

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

Step 1:



Step 2:

A screenshot of a "Modify User" form. The form has a header "Modify User" and two sections: "User information" and "Identify User". Under "Identify User", there is a label "User ID:" followed by an empty text input box. A red arrow points from the top right towards the input box.

Type the 7 digit Trevlac number of the new student into the User ID box.

Step 3:

- a) Use the drop down menu beside Library to select your school from the list.
- b) Click the Addresses tab at the top.

**Modify User**

Notes

User ID: 30XXTEST    Student, Test    Profile name: EL-KIDPWR

Identify User

User ID: 30XXTEST    **Click here to change your school in the Address tab.**

Basic Info    Privilege    Demographics    **Addresses**    Extended Info

Last name, first: Student, Test

Title:

User ID: 30XXTEST

Alt ID:

Group ID:

Library: 3\_BENSON

Profile name: EL-KIDPWR

**1. Click on the drop down menu to select your school.**

Get User Information    **Modify User**

Step 4:

- a) Change the second box to indicate your school name.
- b) Change the bottom box to indicate the appropriate homeroom for the new student.
- c) When you are finished changing the information, click on the Modify User button at the bottom of the screen.

Modify User

Notes

User ID: 30XXTEST Student, Test Profile name: EL-KIDPWR...

Identify User

User ID: 30XXTEST

Line: J. E. BENSON  
Email: N  
Zip: 2/3T

Basic Info Privilege Demographics Addresses Extended Info

Primary:  Address 1  Address 2  Address 3

Address 1

DAYPHONE

LINE

EMAIL

LOCATION

STREET

CITY/STATE

ZIP

Change to your school name.

Change to the appropriate homeroom.

Click here when changes have been made.

Modify User Modify a Different User (b) Close

Step 5:

A box will come up to indicate the changes have been made. Click Close.

Complete

Record Updated

Modify Another User

Make More Changes

Close