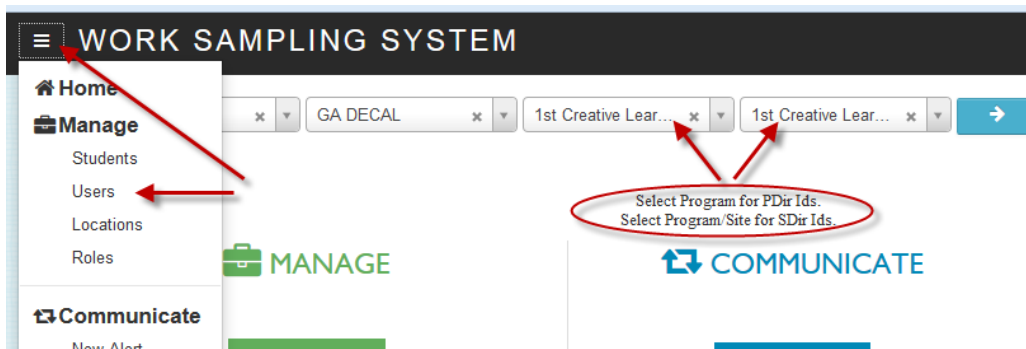


HOW TO ADD AN ADMINISTRATOR

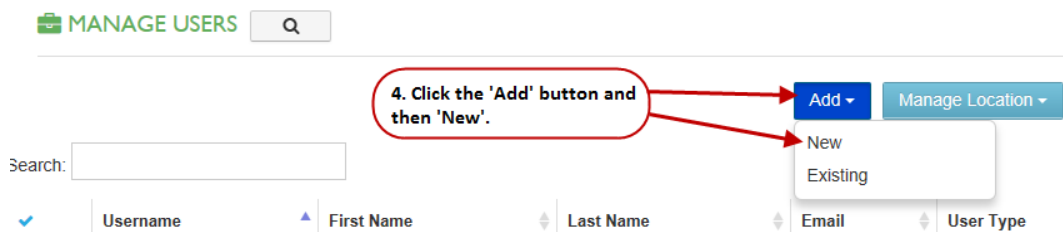
(Updated 8/21/15)

To add an Administrator in WSO, follow the instructions below and refer to the corresponding screen prints:

- 1) Be sure you have selected the intended program or program/site from the drop down fields on the WSO 'Home' page. Project Directors should be added at the program level. Site Directors should be added at the site level.
- 2) Click the '3 Bar' icon next to 'Work Sampling Online'.
- 3) On the drop down list, click the 'Users' link under the 'Manage' heading which will result in a 'MANAGE USERS' pop up screen appearing.



- 4) When the 'MANAGE USERS' screen displays, click the 'Add' button and then 'New' from the ensuing drop down list. An 'ADD USER' pop up screen will appear.



- 5) On the 'ADD USER' pop up screen, enter the required information in the following fields:
 - User Name - must be formatted as follows:
 - Initial of director's first name
 - Director's last name (NOTE: If the director has a hyphenated last name or a double last name, just use portion of the last name up to the hyphen or space to avoid having a lengthy login id.)
 - '1234' for Project Directors; '4321' for Site Directors. Note that for common names, it may be necessary to slightly alter the numeric portion of the userid if you get a message that the id already exists.

HOW TO ADD AN ADMINISTRATOR

(Updated 8/21/15)

EXAMPLES:

- ❖ Project Director 'Jane Doe' would have user name jdoe1234.
- ❖ Site Director 'Jane Doe-Smith' would have the user name jdoe4321.
- ❖ Project Director 'Joseph Doe' would have user name jdoe123 or jdoe12345 since jdoe1234 already exists.

- **First Name** – Director's first name
- **Last Name** – Director's last name
- **Email** – Director's email address. **NOTE:** This address should be one to which the director would expect all WSO communications to go, i.e. WSO Updates, WSO information sent from Pearson (WSO vendor), links for password changes, etc.
- Ensure **only** the Administrator box is checked. **NOTE:** If you are creating a Site level admin id, you will need to uncheck the 'Teacher' box and check the 'Admin' box.
- **Assigned Role** – Ensure this field is set to 'Administrator'.

6) Be sure to click the Save button once you have completed entering the required information.

The screenshot shows a web form titled "ADD USER". The form contains the following fields and options:

- User Name:** Text input field containing "jdoe4321".
- First Name:** Text input field containing "Jane".
- Last Name:** Text input field containing "Doe".
- Email:** Text input field containing "jdoe@dec.al.ga.gov".
- Teacher:** A checkbox that is currently unchecked.
- Administrator:** A checkbox that is checked. A red arrow points to this checkbox.
- Assigned Role:** A dropdown menu with "Administrator" selected. A red arrow points to this dropdown.
- Buttons:** "Save" and "Cancel" buttons at the bottom. A red arrow points to the "Save" button.