

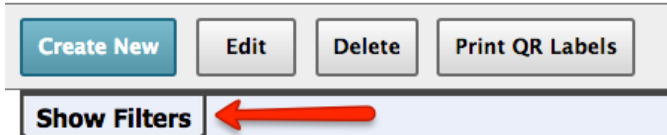
Making a receptionist

1. Hover over “User Accounts” and select “Students”

User Accounts ▶

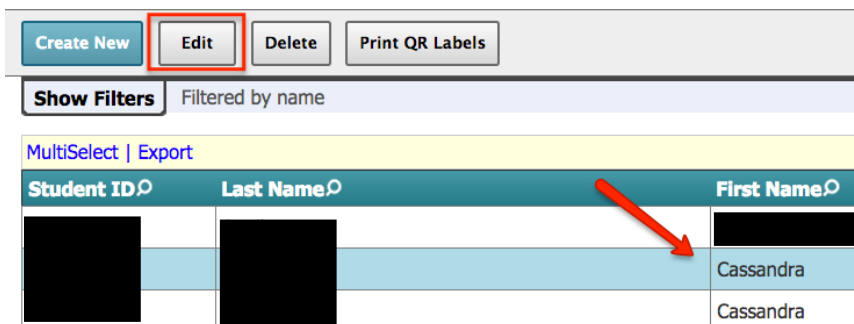
2. Click on “Show Filters” in order to find the student that you want to make a receptionist.

Students



3. Search for the student by first and last name.
4. Once you have found the correct student, click on their name so it is highlighted in blue and then click “Edit” in the tabs above.

Students



5. Scroll to the bottom of the page where it says “Security”. There, you want to check the box for “System User” and just below that a drop down labeled “Role group” will appear. Here, you will want to assign the receptionist to the receptionist group that you’ve created so that he/she will have the necessary permissions for your center.

Security

Is Advisor :

Is Student:

Is Instructor:

Is System User: (indicated by a red arrow)

Role group: Desk Assistants – STEM (Create New)

*To customize this person's roles please check out the **User Roles tab**.*

6. Lastly, be sure to click the “Save Changes” button at the top.

Cassandra [Redacted]

