



View and Edit an User

- Campus Admins and Instructors are able to make changes to Individuals Users.
- Students are not able to change their own names. An Instructor will have to make name edits.
- Only Campus Admins are able to upload students either individually or in bulk.



Go to the “Users” Tab, Click edit next to a individual User

Users

[+ Add User](#) [+ Import Users](#) [+ Merge Users](#)

Role ▼ Active ▼ [x Clear Filters](#) [Filter](#)

Name ▲	Role ▲	Schools	Groups	Active	Edit
NC3 Student	Student	NC3 Test	Dan Ramirez Classes	✓	
Test Student6	Student	NC3 Test		✓	
Dan Ramirez	Campus Administrator	NC3 Test	Dan Ramirez Classes	✓	

Click here to edit User



nc3 Certifications Reports Schools Groups **Users** ? Test Instructor

Edit User

* First name Phone

* Last name * Job title

Email * Role Manage Roles of instructors and Students

Address 1 * Schools Clear

Address 2

City Groups Clear

State

Zip Active

Password - No Password

Password confirmation

Save Save & New Cancel

Certification Exam Attempts

Certification	Score	Elapsed Time	Date	Certificate	Review
525-596 Multimeter Certification	83%	about 7 hours	10/26/2012	Print Certificate	<input type="button" value="Review"/>
Snap-on Shopkey Certification	0%	less than a minute	10/15/2012	Print Certificate	<input type="button" value="Review"/>
504 Multimeter Certification	0%	less than a minute	10/26/2012	Print Certificate	<input type="button" value="Review"/>

[Bulk Certificates](#)

View or Change Email here View or Change Password here Manage which groups the user is in Review and Print User's Certs