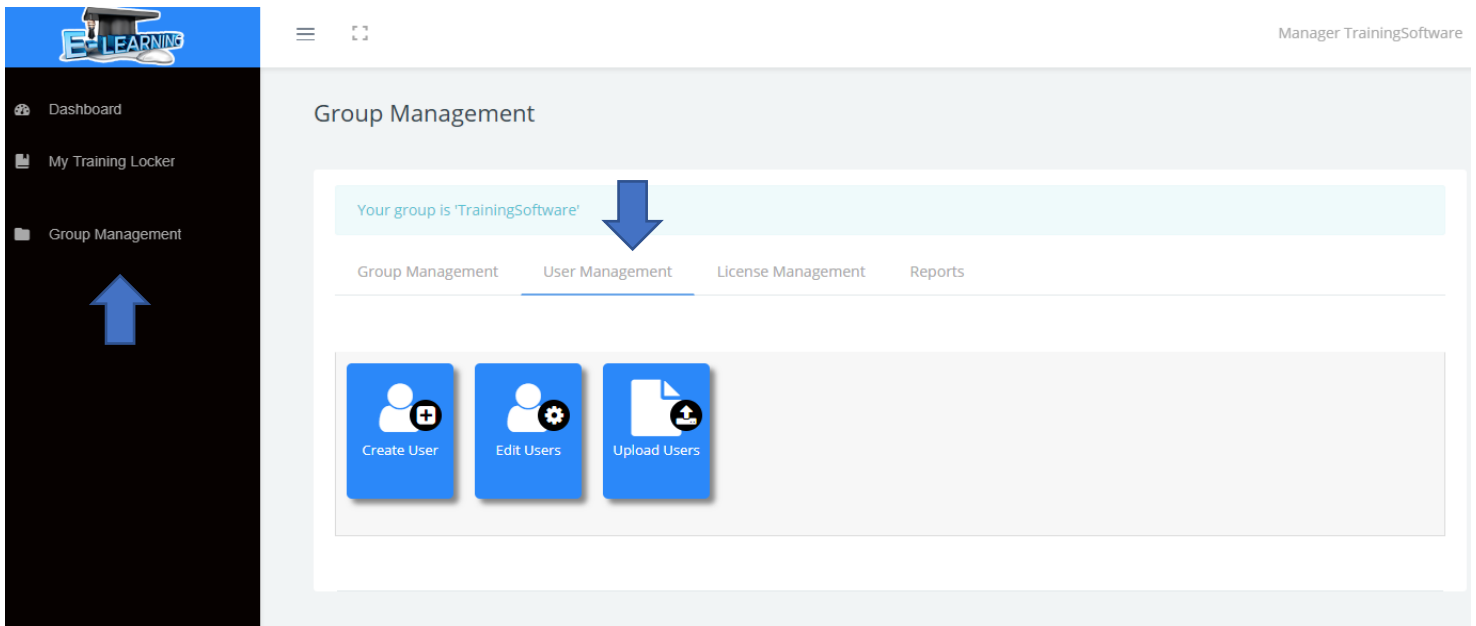


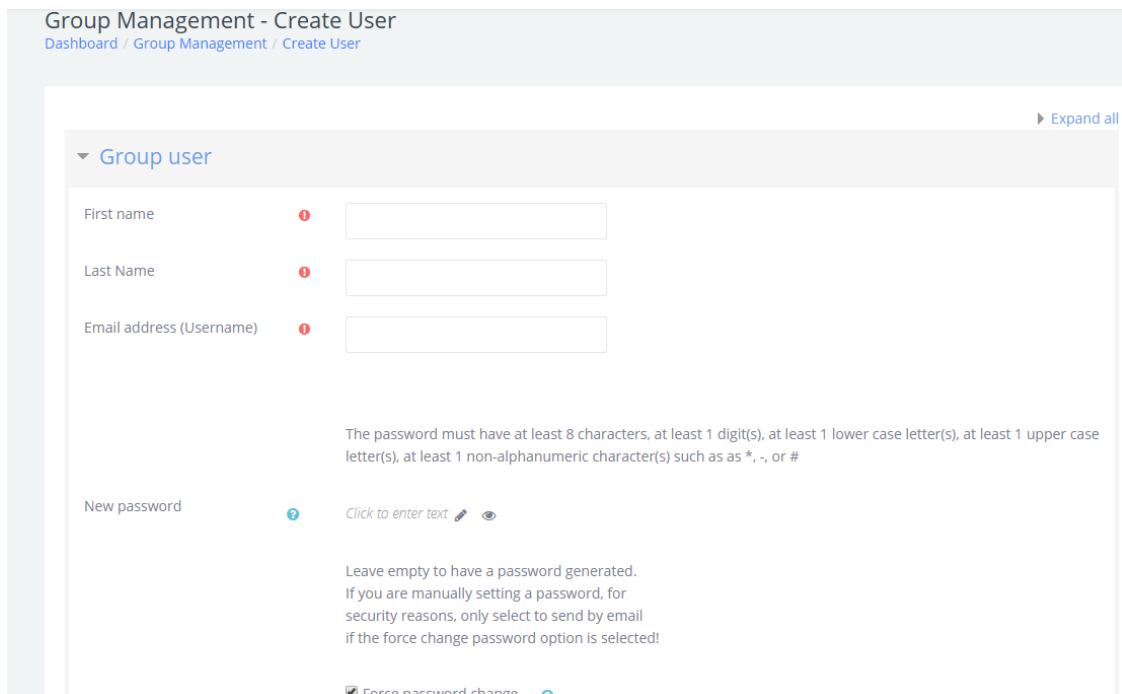
## User Management Tab

To navigate to the User Management tab login to the LMS, click on the “Group Management” link on the left-hand side of the screen then click on “User Management”. Under the “User Management” tab there are three main section we can utilize. The sections are “Create User”, “Edit Users” and “Upload Users”. In this tutorial we will talk about the “Create Users” and “Edit Users” tabs. **If you would like more information about how to utilize the “Upload Users” tab to batch upload users, please reach out to our Customer Service department (Phone: 1-800-538-9193, Email: [info@careeracademy.com](mailto:info@careeracademy.com)).**



The screenshot shows the LMS interface. On the left is a dark navigation menu with the 'E-LEARNING' logo at the top. The menu items are 'Dashboard', 'My Training Locker', and 'Group Management'. A blue arrow points to 'Group Management'. The main content area is titled 'Group Management' and shows a notification: 'Your group is 'TrainingSoftware'' with a blue arrow pointing down to the 'User Management' tab. Below the tabs are three blue buttons: 'Create User', 'Edit Users', and 'Upload Users'.

To create a user in this LMS click on the “Create User” tab. This will bring you to the create user page below. You will be asked to provide some basic information such as first and last name and an email. Please note that the email will be used as the username.



The screenshot shows the 'Group Management - Create User' form. The breadcrumb trail is 'Dashboard / Group Management / Create User'. The form is titled 'Group user' and has an 'Expand all' link. It contains the following fields:



- First name:
- Last Name:
- Email address (Username):
- New password:  Click to enter text

Below the password field, there is a note: 'The password must have at least 8 characters, at least 1 digit(s), at least 1 lower case letter(s), at least 1 upper case letter(s), at least 1 non-alphanumeric character(s) such as \*, -, or #'. Below this note, there is a checkbox for 'Force password change' which is checked.

In the password settings section, you are able to leave the password blank with the text “Click to enter text”. This will prompt the LMS to generate a password and email it to the user.


Manager TrainingSoftware

The password must have at least 8 characters, at least 1 digit(s), at least 1 lower case letter(s), at least 1 upper case letter(s), at least 1 non-alphanumeric character(s) such as \*, -, or #







New password [Click to enter text](#)  

Leave empty to have a password generated.  
If you are manually setting a password, for security reasons, only select to send by email if the force change password option is selected!

Force password change [?](#)

Send temporary passwords by email Yes 


Send email on [?](#)

18  July  2019  14  10  

▶ [Advanced](#)

▶ [Assign licenses](#)

[Submit and create another user](#) [Submit and back to dashboard](#) [Cancel](#)

There are required fields in this form marked  .

You can also manually create a password by clicking in the “Click here to enter text box” and typing one in. If you manually enter a password, you can deactivate the LMS email if you choose to. You can also disable the “Force password change” upon first login. What this means is, when the user first logs into the system, if this box is checked the user will be required to reset their password upon first logging in. If you do not want your users to change their password upon first logging in, then uncheck the box. Users can change their password at anytime.

Manager TrainingSoftware

The password must have at least 8 characters, at least 1 digit(s), at least 1 lower case letter(s), at least 1 upper case letter(s), at least 1 non-alphanumeric character(s) such as \*, -, or #

New password ?

Leave empty to have a password generated.  
If you are manually setting a password, for security reasons, only select to send by email if the force change password option is selected!

Force password change ?

Send temporary passwords by email ?

Send email on ?

▶ Advanced

▶ Assign licenses

There are required fields in this form marked !.

Next is the “Advanced tab”. Here, you can put a user into a specific sub department and assign them a role.

Advanced

Department ?

TrainingSoftware

- Test 01
- Test 17
- Test 5
- Test 6
- Training Group1

Role to assign

▶ Assign licenses

You can also assign training to a user when you are creating them. Click on assign license and you will see all the licenses you have available to assign. Choose the license you want then click either “Submit and create another user” or “Submit and go back to dashboard”. By clicking “Submit and create another user” your page will refresh, and you will be able to create another user on this page. Clicking “Submit and go back to dashboard” will send you back to the dashboard after the user has been created.

▼ Assign licenses

Select a license

Don't register a license seat

70-246 - Monitoring and Operating a Private Cloud with System Center 2012 R2

70-247 - Configuring and Deploying a Private Cloud with System Center 2012 R2

70-410 - Installing and Configuring Windows Server 2012 R2

70-411 - Administrating Windows Server 2012 R2

70-412 - Configuring Advanced Windows Server 2012 R2 Services

70-413 - Designing and Implementing a Server Infrastructure

70-414 - Implementing an Advanced Server Infrastructure

70-417 - Upgrading Your Skills to MCSA Windows Server 2012

70-640 - Configuring Windows Server 2008 R2 Active Directory

70-642 - Configuring Windows Server 2008 R2 Network Infrastructure


70-643 - Windows Server 2008 Applications Infrastructure, Configuring

70-646 - Windows Server 2008 Administration


70-647 - Windows Server Enterprise Administration

70-662 - Deploying Microsoft Exchange Server 2010

Submit and create another user    Submit and back to dashboard    Cancel

There are required fields in this form marked  .

To edit an existing user navigate back to the “Group Management” tab and click “Edit Users”. Go to the right-hand side of the screen and click “User Controls” then click “Edit”.

Department 







▶ TrainingSoftware

▶ User search fields

Filter results

192 Users

1 2 3 4 5 7 >

First name / Last Name	Email address (Username)	Department	Last access	
Aaron		TrainingSoftware	38 days 21 hours	 User controls ▼
Abdell		TrainingSoftware	106 days 5 hours	 Edit
Adam		TrainingSoftware	37 days 3 hours	 Change course licenses
Adam		TrainingSoftware	Never	 User controls ▼
Admin		TrainingSoftware	88 days 3 hours	 User controls ▼
Alfred		TrainingSoftware	19 days 14 hours	 User controls ▼

On the edit users page you can change the username, password, first and last name etc. When you are done scroll to the bottom of the page and click “Update Profile”.

Choose an authentication method ? Manual accounts ▼

Suspended account ?

The password must have at least 8 characters, at least 1 digit(s), at least 1 lower case letter(s), at least 1 upper case letter(s), at least 1 non-alphanumeric character(s) such as \*, -, or #

New password ? Click to enter text 🔍

Force password change ?

Preferred language English (en)

First name ! Test

Last Name ! 5619

Email address (Username) !

Email display Hide my email address from everyone

City/town

New picture ? Maximum size for new files: 1000MB, max

Files

You can drag and drop files here to add them.

Image files used on the web .gif .jpe .jpeg .jpg .png .svg .svgz

Picture description

Update profile

There are required fields in this form marked ! 