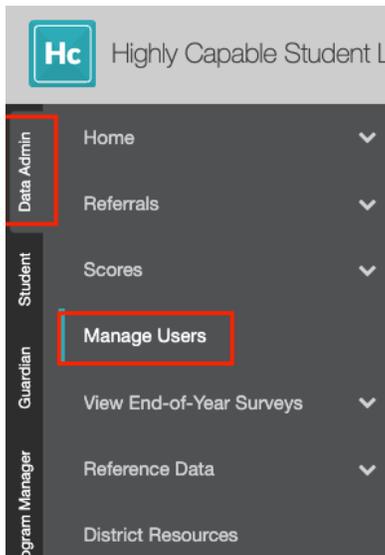


## Highly Capable Managing User Accounts

In the **Data Admin Role**, user accounts can be managed by viewing the **Manage Users** in the left navigation menu.



This table will contain records for:

- All students with a HiCap Referral
- All students with a HiCap Student Learning Plan
- All parents/guardians associated with either of the groups of students above.

Columns include:

- **Person**
  - Name
  - Grade Level
  - Enrollment Recommended)
- **User Roles** - These indicate users with each role in the HiCap Application.
  - Student
  - Guardian
- **Account**
  - Account Status
  - Email Address
  - Most Recent Login

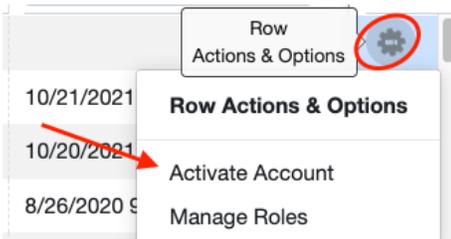
**DATA ADMIN**

## Manage Application Users Roles

HiCap Data Admin Manage Application Users (282 records) Filtered

Person	Grade Level	Enrollment Record	User Roles	Guardian	Account	Account Status	Email Ad:	Most Recent Login
Syble ...			Student	Yes	Guardian	Inactive	austin...	
Cynthili...			No	No	No	Inactive	sacost...	10/21/2021 2:53 pm
Lawren...			No	No	No	Active	vandre...	10/20/2021 7:39 pm
Darwin...			No	No	No	Active	banask...	8/26/2020 9:11 pm

The **Account Status** column indicates whether the user has an active SchoolData.net account. If this column is blank for any user or reads **Inactive**, the **Row Action gear** can be used to **Activate Account**.



This action will also automatically assign the Student or Guardian HiCap user role depending on whether the user is a student or guardian.

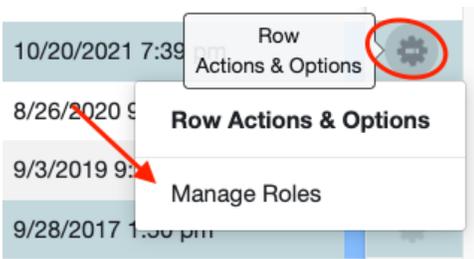
If multiple accounts need to be created and/or activated, selected **Row Actions** can be used to complete these tasks.

HiCap Data Admin Manage Application Users (282 records) Filtered

Person	Grade Level	Enrollment Record	User Roles	Guardian	Account	Account Status	Email Ad:	Most Recent Login
Syble ...			Student	Yes	Guardian	Inactive	austin...	
Cynthili...			No	No	No	Inactive	sacost...	10/21/2021 2:53 pm

2 Select Row Actions Create Accounts

If the user already has an **active** account, the available **Row Action gear** will be to **Manage Roles**.



Selecting this will open a new form, and depending on whether the user is a student or parent/guardian, you can check the appropriate box and click **Save** to assign the needed role.

HiCap Data Admin Manage Application User Roles

Save ✕

Manage Application User Roles

Roles

Student

Guardian

**NOTE:** Once the steps above are taken to create a user account, the first time the user logs in, they must follow the directions to reset their password.