Accessing and Managing Users on Admin Portal

1 Navigate to
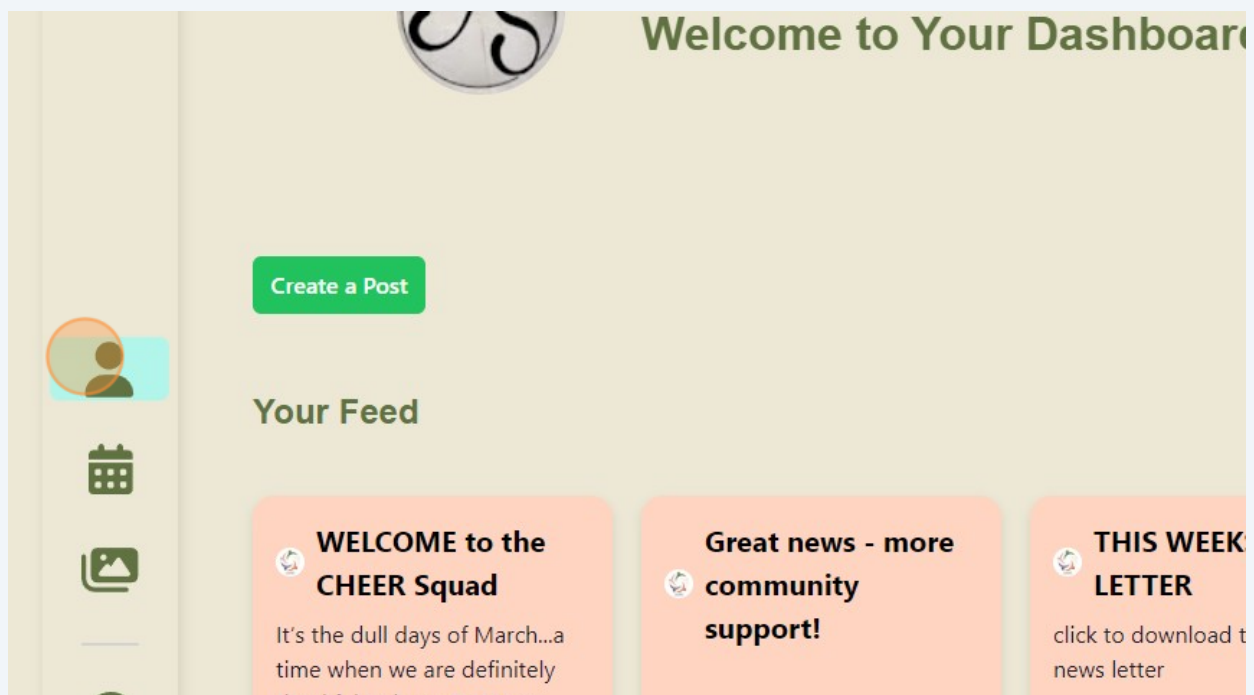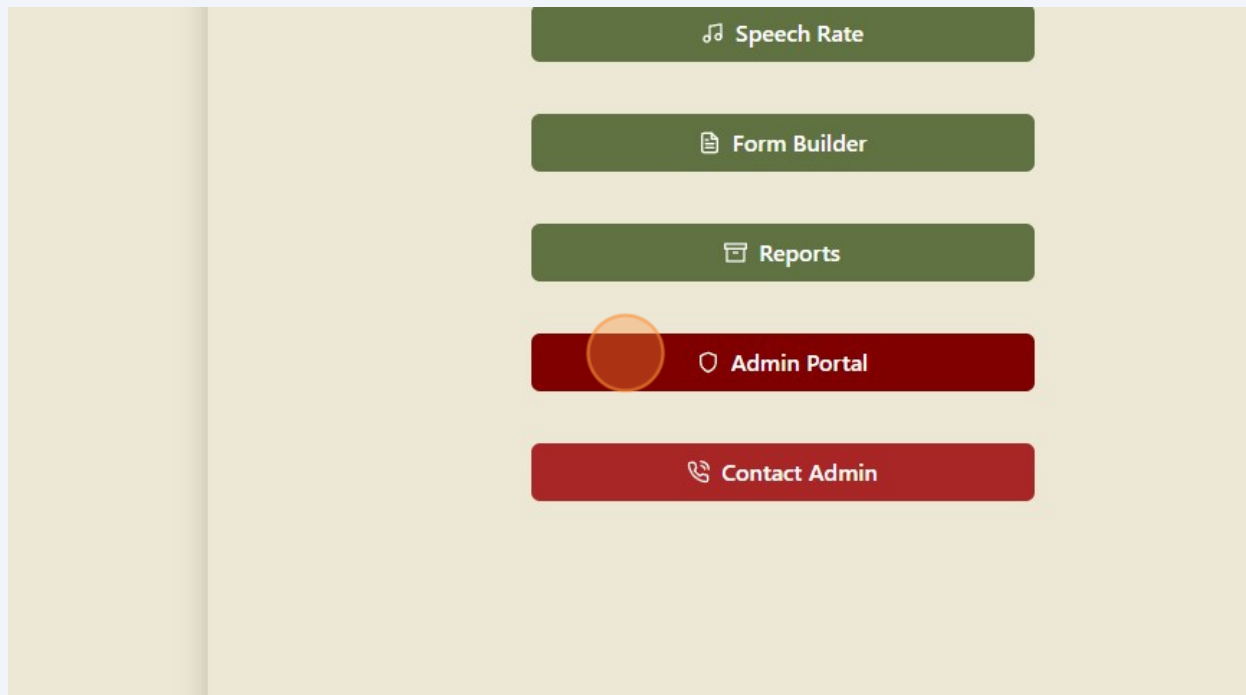https://se3350-group-18-415915.uc.r.appspot.com/protected/dashboard

⚠ Alert! It has to be on an admin account

2 Click this icon.

3 Click "Admin Portal"

🎵 Speech Rate

📄 Form Builder

🗄 Reports

🛡 Admin Portal

📞 Contact Admin

4 For Editing an member user name or role:
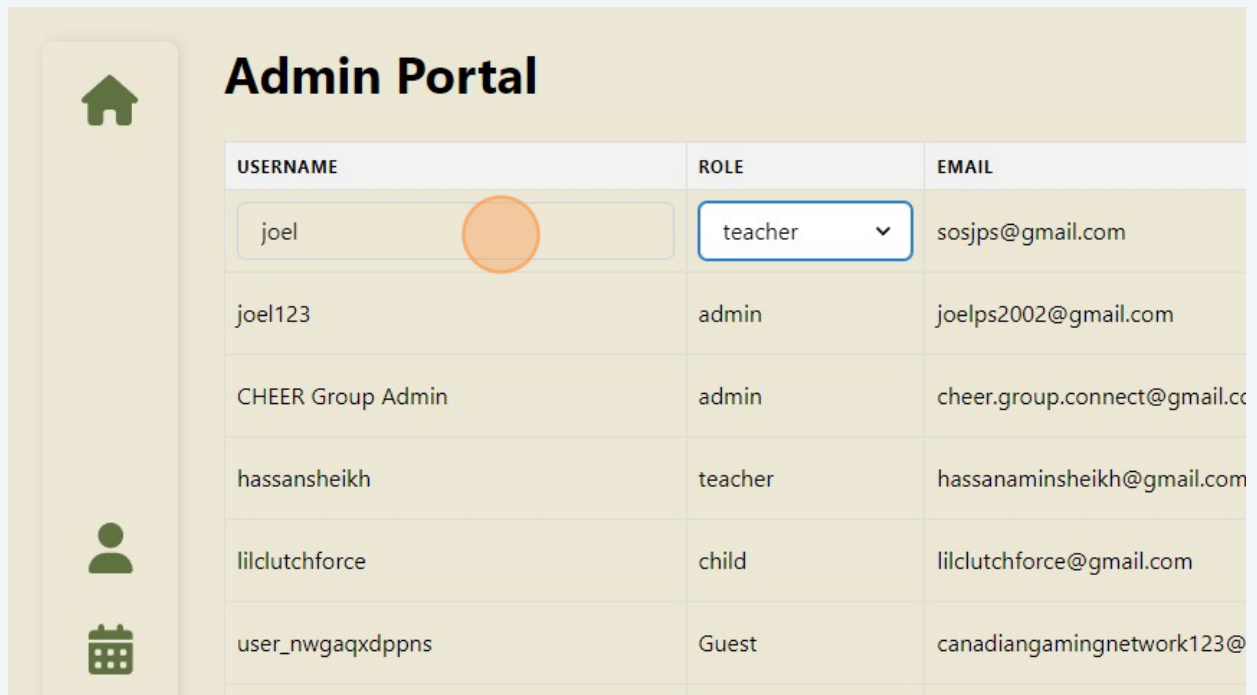
5 Click "Edit"

	DEACTIVATE ACCOUNT	EDIT	DELETE
	Deactivate	Edit	Delete
.com	Deactivate	Edit	Delete
t@gmail.com	Deactivate	Edit	Delete
)gmail.com	Deactivate	Edit	Delete
il.com	Deactivate	Edit	Delete
work123@gmail.com	Deactivate	Edit	Delete

6 For role change select the role from drop down.

lmin Portal

RNAME	ROLE	EMAIL
el	teacher ⌄	sosjps@gmail.com
123	admin	joelps2002@gmail.com
ER Group Admin	admin	cheer.group.connect@gmail.com
ansheikh	teacher	hassanaminsheikh@gmail.com
utchforce	child	lilclutchforce@gmail.com
_nwgaqxdppns	Guest	canadiangamingnetwork123@gmail.com

7 Click and type on the username field for changing user name.

Admin Portal

USERNAME	ROLE	EMAIL
joel	teacher ⌄	sosjps@gmail.com
joel123	admin	joelps2002@gmail.com
CHEER Group Admin	admin	cheer.group.connect@gmail.co
hassansheikh	teacher	hassanaminsheikh@gmail.com
lilclutchforce	child	lilclutchforce@gmail.com
user_nwgaqxdppns	Guest	canadiangamingnetwork123@

8 For "Deactivation" or "Activation" of an account:

9   Click "Deactivate" beside the account you wish to deactivate.

AIL	DEACTIVATE ACCOUNT	EDIT	DELETE
sjps@gmail.com	Deactivate	Save	Delete
lps2002@gmail.com	Deactivate	Edit	Delete
eer.group.connect@gmail.com	Deactivate	Edit	Delete
ssanaminsheikh@gmail.com	Deactivate	Edit	Delete
lutchforce@gmail.com	Deactivate	Edit	Delete
nadiangamingnetwork123@gmail.com	Deactivate	Edit	Delete

10   Click "Activate" on the account you wish to activate

AIL	DEACTIVATE ACCOUNT	EDIT	DELETE
sjps@gmail.com	Activate	Save	Delete
lps2002@gmail.com	Deactivate	Edit	Delete
eer.group.connect@gmail.com	Deactivate	Edit	Delete
ssanaminsheikh@gmail.com	Deactivate	Edit	Delete
lutchforce@gmail.com	Deactivate	Edit	Delete
nadiangamingnetwork123@gmail.com	Deactivate	Edit	Delete

11   For deleting a user form the website:

12   Click "Delete" beside the account you wish to delete

:om	Deactivate	Edit	Delete
t@gmail.com	Deactivate	Edit	Delete
)gmail.com	Deactivate	Edit	Delete
il.com	Deactivate	Edit	Delete
:work123@gmail.com	Deactivate	Edit	Delete
com	Deactivate	Edit	Delete