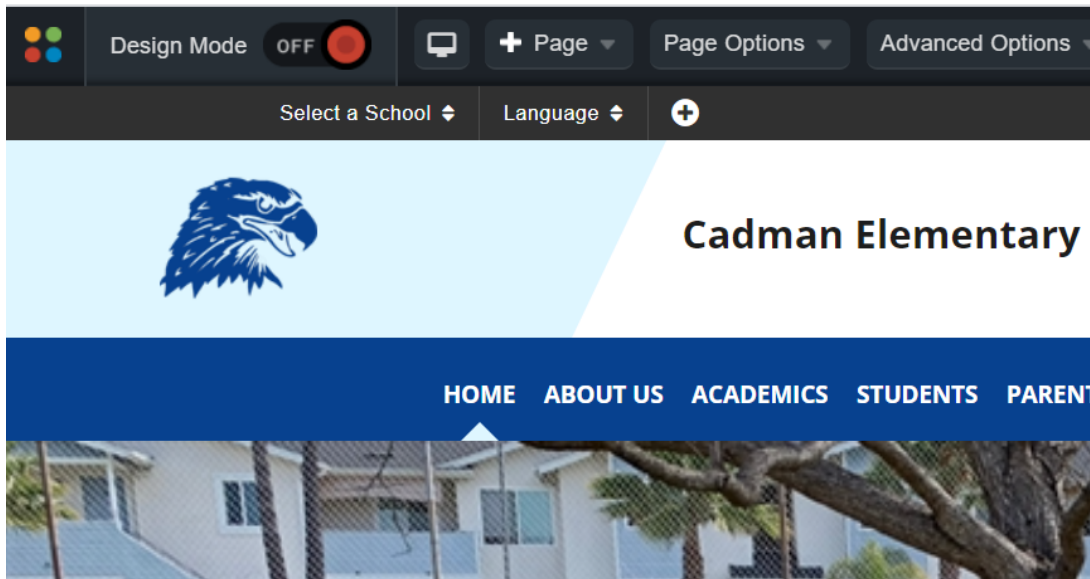


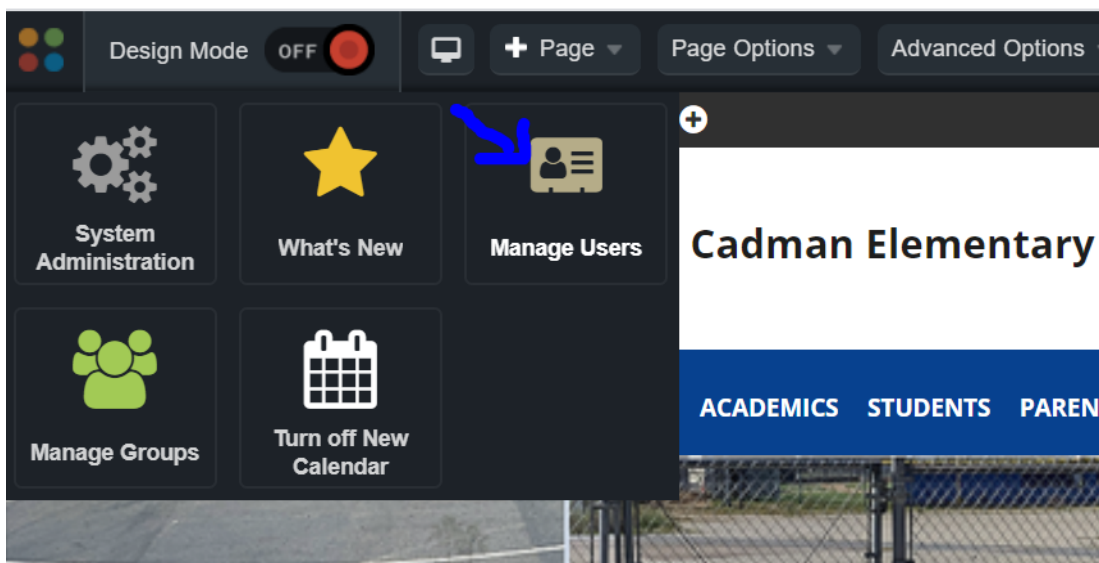
## How to add a staff member with permissions to edit your school website.

To be able to add someone to your school site you need to be part of the Group called Administrators, for your school site. If you are an Administrator, to add a additional administrators you:

1. Log in to your school site
2. Click on the 4 colored dots in the upper left corner



Click on Manage Users




Search for the Employee you would like to add by First or Last Name, or ID number and then click on their ID number on the far left.

SANDIEGOUNIFIEDCADMAN > ADMINISTRATE > MANAGE USERS

SEARCH: Herndon All Users Find View All

USERS (1-2 OF 2)

Screen Name	First Name	Last Name
 012345	Christine	Herndon

Click on the Member Of tab

SANDIEGOUNIFIEDCADMAN > ADMINISTRATE > MANAGE USERS > EDIT USER

Edit User Member Of Permissions Activity Access and Suspension Delegation

**USER DETAILS**

**Fields marked with an asterisk (\*) are mandatory.**

Username  \*

First Name  \*


Last Name  \*

Email Address  \*

Password  \* (Leave blank to keep the old password)

Re-enter Password

Default Organization  v


Manager  v

Update User Cancel

Choose Administrators from the dropdown, then click Add

**SANDIEGOUNIFIEDCADMAN > ADMINISTRATE > MANAGE USERS > GROUP MEMBERSHIP**

Edit User **Member Of** Permissions Activity Access and Suspension Delegation

Add User To Group: Administrators  

**THIS USER IS A MEMBER OF THE FOLLOWING GROUPS (1-2 OF 2)**

Group
Editors
Registered Users


You will now see the user is part of the Administrators Group

**SANDIEGOUNIFIEDCADMAN > ADMINISTRATE > MANAGE USERS > GROUP MEMBERSHIP**

Edit User **Member Of** Permissions Activity Access and Suspension Delegation

Add User To Group: Administrative Staff

**THIS USER IS A MEMBER OF THE FOLLOWING GROUPS (1-3 OF 3)**

Group
Administrators 
Editors
Registered Users

Click on your school name in the breadcrumbs to return to your school site. Your staff member now has permissions to edit your school site.



 SANDIEGOUNIFIEDCADMAN > ADMINISTRATION > MANAGE USERS > GROUP MEMBERSHIP

[Edit User](#) **Member Of** [Permissions](#) [Activity](#) [Access and Suspension](#) [Delegation](#)

Add User To Group: [Administrative Staff](#) [Add](#)

THIS USER IS A MEMBER OF THE FOLLOWING GROUPS (1-3 OF 3)	
	Group
Administrators	
Editors	
Registered Users	