## **Edit Users**

While Administrators cannot edit User information that is automatically pulled into the Portal, they can visit the Users page to view account information or add, remove, and edit other Admins.

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Home	Professors	
Courses		Search for Admin Add Admin
<u>8</u>	Brown, Taylor tbrown	
Users	<b>johndoe</b> johndoe	
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Tools		

To view User details, click on the User's name and a pop-up will appear.

When viewing Faculty, all courses assigned to them will be listed beneath "Assigned Courses."

Administrator details will display what level of access the User has (i.e. what departments are assigned to their account).

To add an Administrator, switch to the Admin tab and click the blue "Add Admin" button. Enter all User details, including:

- Account ID
- Username
- Email
- First Name
- Last Name

Next, use the drop-down menu to select all terms and departments that should be assigned to the User. The new User will only have access to view and edit courses selected under their assigned departments.

Once you have added all the User details, click "Create" to add them to the system.

	User Details
Username *	Email *
christiansen.noble	michaela11@example.com
First Name	Last Name *
Macey	Gerlach
ISGEST 20th Cant IIS - War & Sociatu	Read Only Access Assigned Courses
ISGEST 20th Cant IIS - War & Sociatu	
159685 20th Cent US - War & Society 187395 20th Century Wild	
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IS7395 20th Century Wrld	
IS7395 20th Century Wrld IAT2835 Abstract Algebra 1	
IS7395 20th Century Wrld IXT2835 Abstract Algebra 1 IS7850 Accounting for Bus Decisions	

