

StudyPlace: Creating Admins

This text corresponds with the video “How to Create Admins“

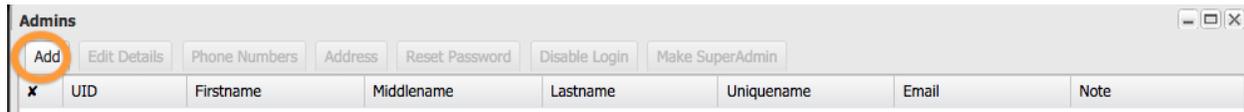
After login, Go to “SetUp”



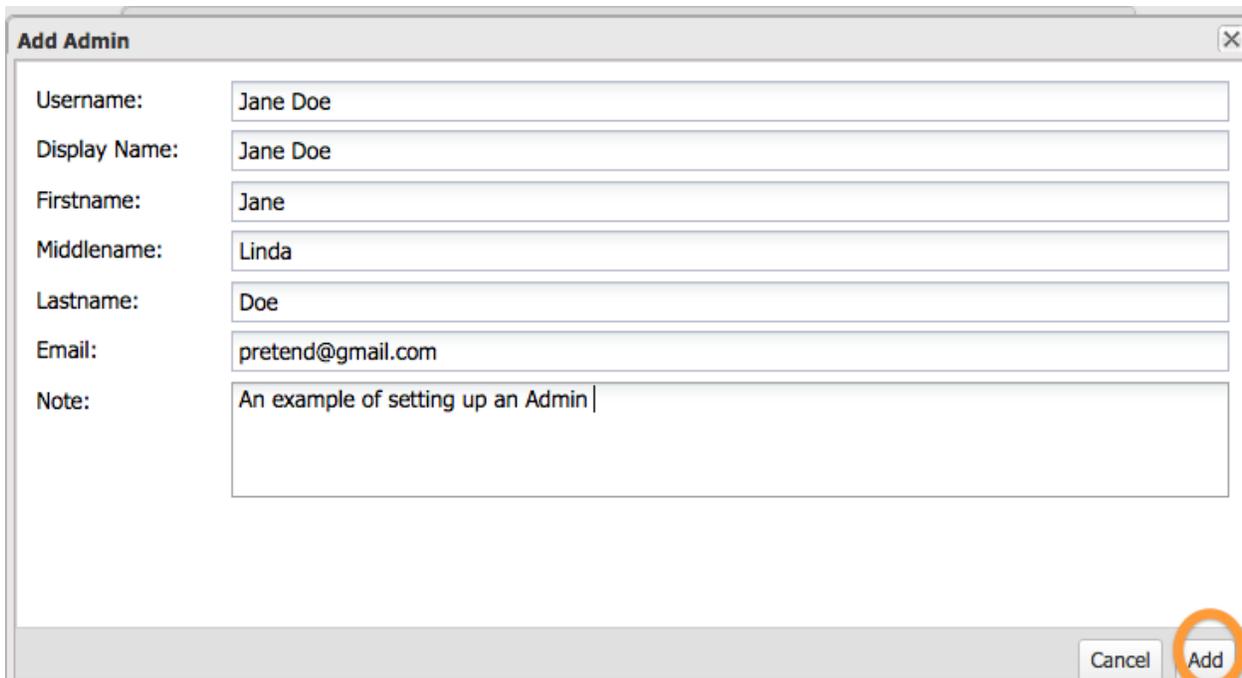
Then, Go to “Admins”



Click “Add”

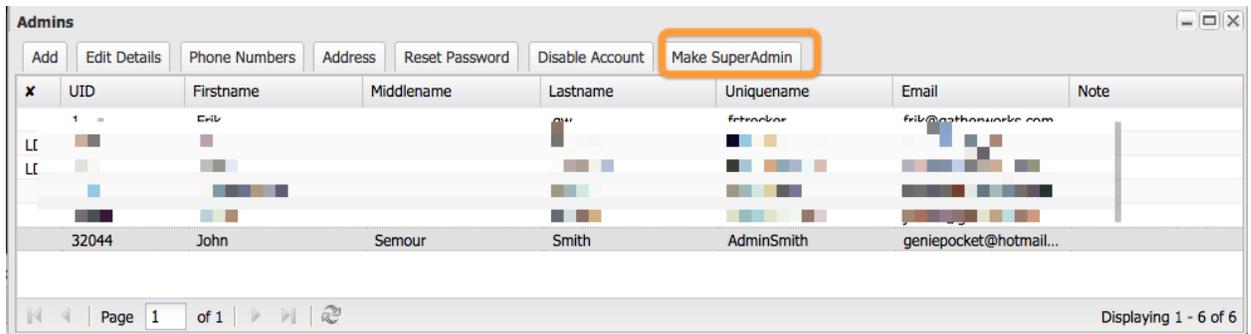


Write in the information for your admin, once done click “Add” at bottom of screen.



A screenshot of the 'Add Admin' form. It contains the following fields:
Username: Jane Doe
Display Name: Jane Doe
Firstname: Jane
Middlename: Linda
Lastname: Doe
Email: pretend@gmail.com
Note: An example of setting up an Admin |
At the bottom right, there are 'Cancel' and 'Add' buttons. The 'Add' button is circled in orange.

To make an admin a super admin, simply select that admin, and click on the “Make SuperAdmin” button.



Once the admin user accounts are created, an email will automatically be sent from StudyPlace to all newly created admins giving them their credentials to login to the system.