StudyPlace: Creating Admins This text corresponds with the video "How to Create Admins"



After login, Go to "SetUp" Then, Go to "Admins"



Click "Add"

Admins										
Add	Edit Details	Phone Numbers A	ddress	Reset Password C	Disable Login Make Sup	perAdmin				
×	UID	Firstname	Mid	idlename	Lastname	Uniquename	Email	Note		

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

Add Admin		X
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	
	Cancel	bl

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

Admi	Admins -									
Add	d Edit Details	Phone Numbers Addre	Reset Password	Disable Account	Make SuperAdmin					
×	UID	Firstname	Middlename	Lastname	Uniquename	Email	Note			
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	32044	John	Semour	Smith	AdminSmith	geniepocket@hotmail				
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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.