

eduPass Quick Guide:

Change a Student's eduPass User Name

Introduction

You can change a student's eduPass username if they have an existing eduPass account. Changing a username will generate a new registration letter, and the student will be required to complete the registration process again.

1.



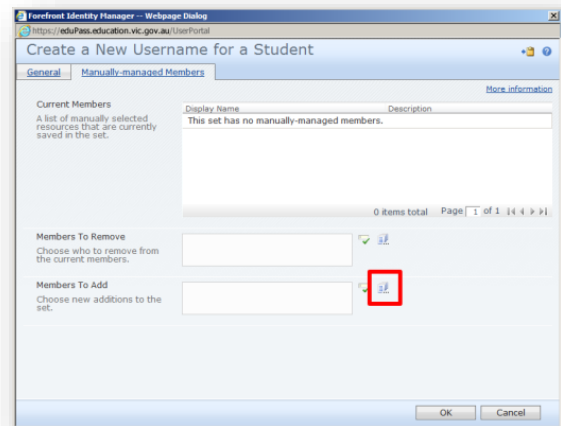
From the Administration Home page, click on the **Create a New Username for a Student** link.

2.



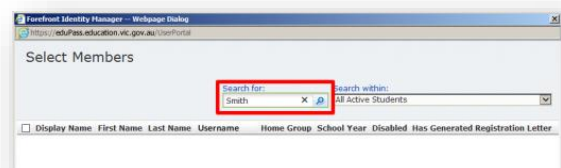
Click on the **Manually-managed Members** tab.

3.



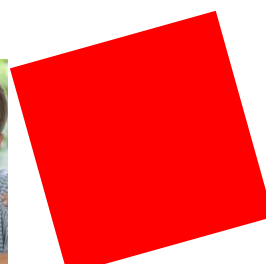
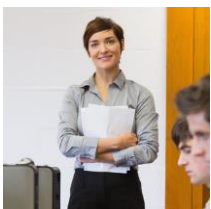
Click on the **Browse** icon to add a student.

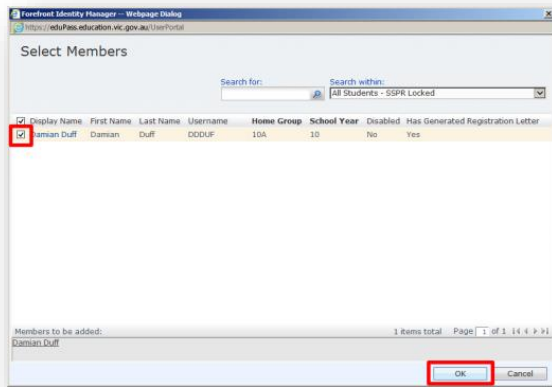
4.



You can search for the student by typing their current user name in the field and then clicking on the **Search** icon.

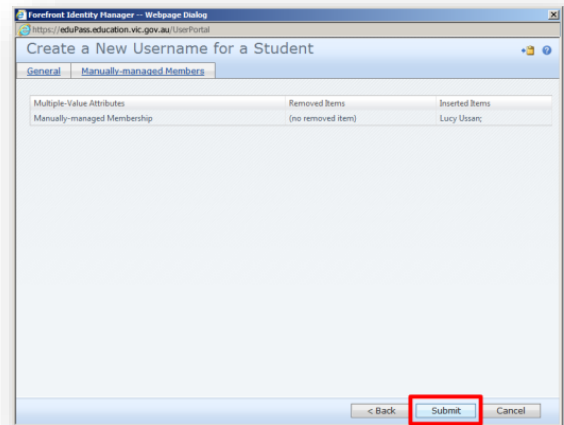
5.



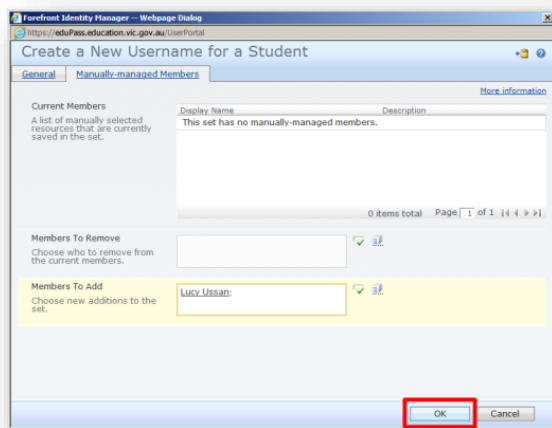


Select the student using the check box and click on the **OK** button.

6.



Click on the **Submit** button.



Click on the **OK** button.

7.

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