

eduPass Quick Guide:

Delegate and Revoke eduPass Administration Rights

Introduction

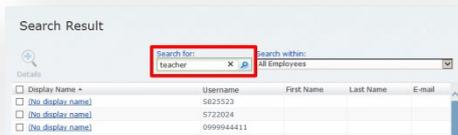
You can delegate and revoke eduPass administration rights to/from a staff member or specialist technician. The school principal has full administration rights, and the option to delegate all eduPass student management functions, a single function, or several functions to staff members.

1.



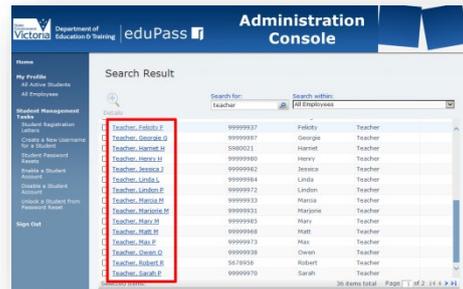
From the Administration Home page, click on the **All Employees** option in the left-hand menu.

2.



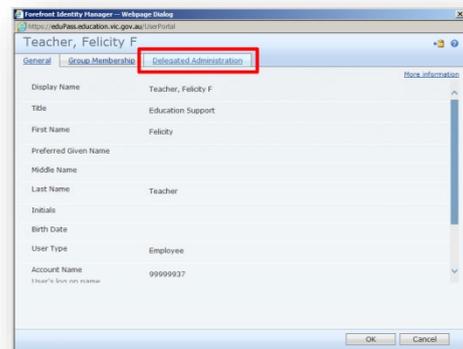
You can search for a staff member by typing their name in the field and then clicking on the **Search** icon.

3.

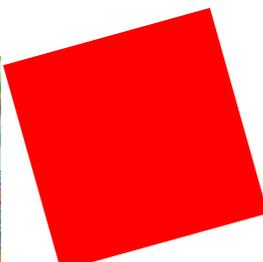


Click on the staff member's name in the results table to access their details.

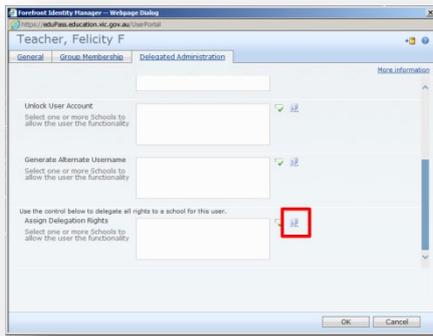
4.



Click on the **Delegated Administration** tab.

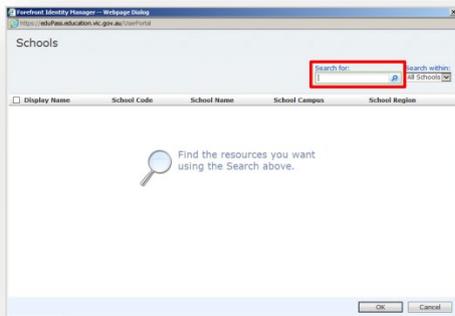


5.



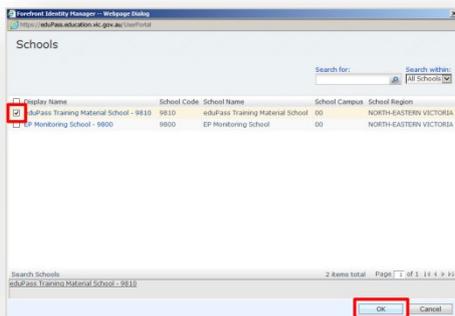
You will see each permission listed separately. Scroll down to find **Assign Delegation Rights**, and then click on the **Browse** icon.

6.



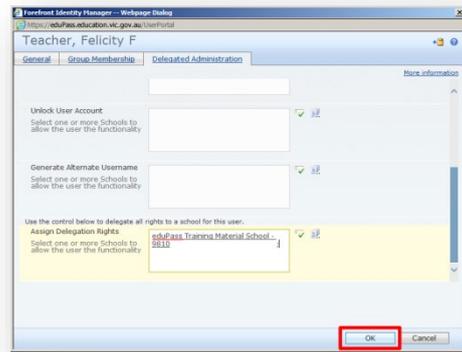
Click on the **Search** icon to display the schools for which you have permission to assign delegation rights.

7.



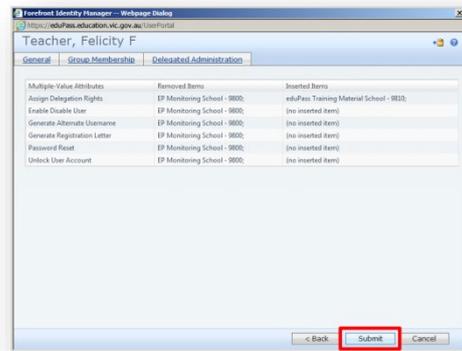
Select the school using the check box and click on the **OK** button.

8.



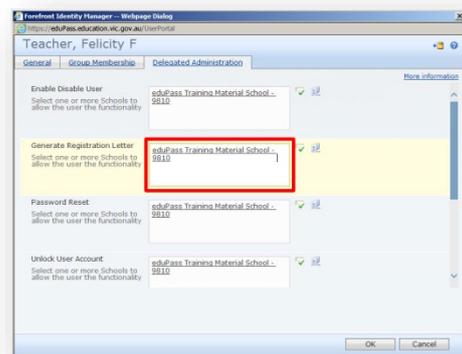
Click on the **OK** button.

9.



Click on the **Submit** button.

10.



To revoke a specific function or delegation rights, you can simply click in the relevant field on the Delegated Administrator tab and delete the school by pressing Backspace on the keyboard. Then, repeat steps 8–9 to complete the process.