

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.

Search Result				
(+)	Search for:	Search within:		
Details	teacher X 🔎	All Employees		V
Display Name +	Username	First Name	Last Name	E-mail
(No display name)	\$825523			
(No display name)	5722024			
(No display name)	0999944411			

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.

•3 0	eacher, Felicity F	
	Delegated Administration	eneral Group Membership
More information		Providence Manager
^	Teacher, Felicity F	Display Name
	Education Support	Title
	Felicity	First Name
		Preferred Given Name
		Middle Name
	Teacher	Last Name
		Initials
		Birth Date
	Employee	User Type
~	99999937	Account Name
		There and on name
OK Cancel		

Click on the **Delegated Administration** tab.



5.

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		More information
		~
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elect one or more Schools to flow the user the functionality	· v 12	
e the control below to delegate all right	s to a school for this user.	
elect one or more 5chools to flow the user the functionality		I
		~

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 \mathbf{OK} button.

8.

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			Nore information
			^
Unlock User Account Select one or more Schools to allow the user the functionality		⊽ £	
Generate Alternate Username Select one or more Schools to allow the user the functionality		⊽ £	1
lise the control below to delenate all	rights to a school for this user.		
Assign Delegation Rights Select one or more Schools to allow the user the functionality	eduPass Training Material School - 9810	₽ ₽	
			¥
		08	Cancel

Click on the **OK** button.

9.



Click on the Submit button.

10.

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Enable Disable User Select one or more Scho allow the user the funct	ols to Pallo	Nore information
Generate Registration L Select one or more Scho allow the user the funct	etter ols to onakty 2010	
Password Reset Select one or more Scho allow the user the funct	eduPass Training Material School	
Unlock User Account Select one or more Scho allow the user the funct	ols to 9810	~

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.