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 OK button.

10. Click on the Submit button.

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.