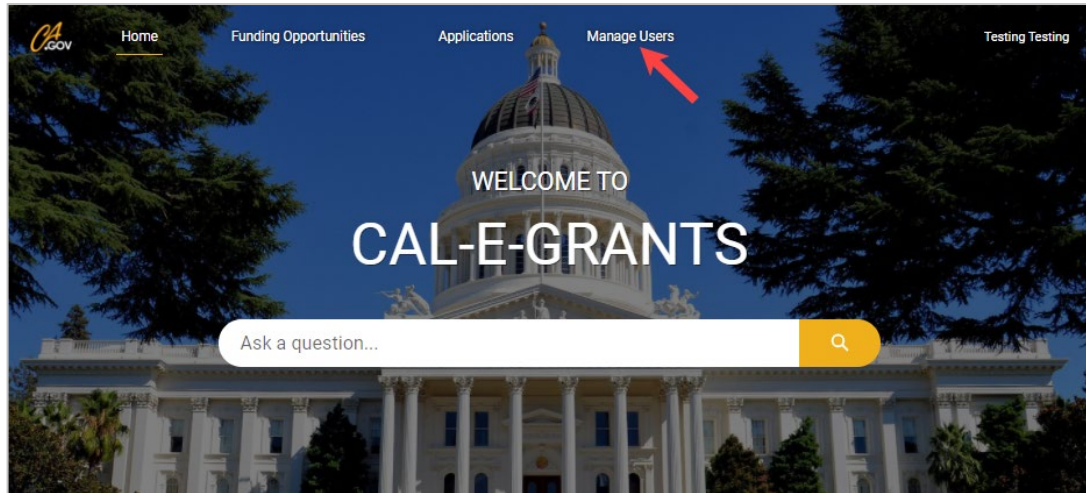


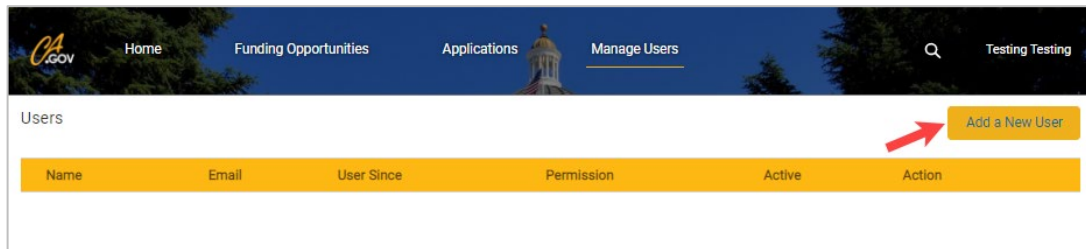
CAL-E-GRANTS REFERENCE GUIDE: MANAGE USERS

ADDING A NEW USER

1. At the top of the home page, select the **Manage Users** button at the top of the page



2. Click on the **Add a New User** button in the top right hand corner



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3. Fill out all fields on the Create a New User pop-up: **First Name, Last Name, Email, Phone** and **Permission** level

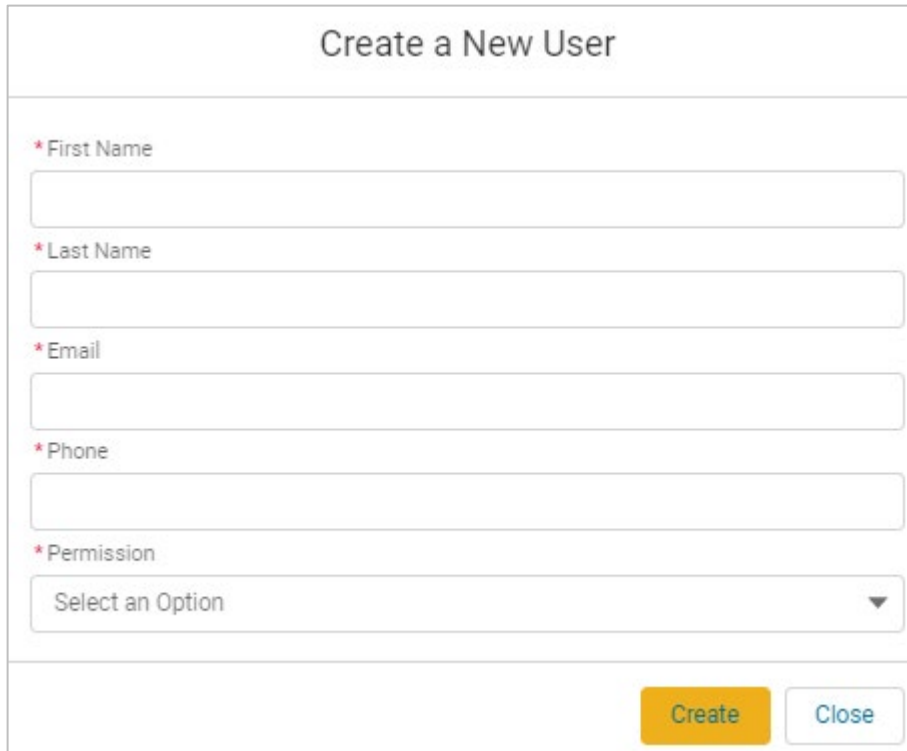
*Note: Permission Level differences listed below:

Administrator:

- Can create application
- Edit/update in progress application
- Delete application
- Submit application
- Add new users
- Update permission to admin of existing users

Users:

- Can create application
- Edit/update in progress
- Submit Application



Create a New User

* First Name

* Last Name

* Email

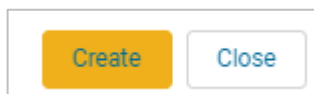
* Phone

* Permission

Select an Option

Create Close

4. Click the **Create** button

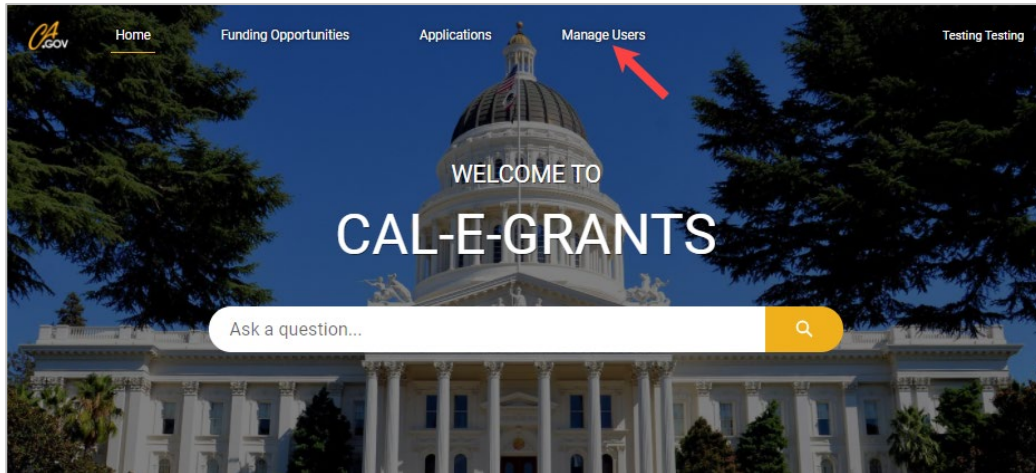


Create Close

CAL-E-GRANTS REFERENCE GUIDE: MANAGE USERS

EDITING A USER

1. At the top of the home page, select the **Manage Users** button at the top of the page



2. Click the **Edit** button next to the User you wish to edit

A screenshot of the 'Users' management interface. At the top left, the word 'Users' is displayed. At the top right, there is a yellow button labeled 'Add a New User'. Below this is a table with the following columns: 'Name', 'Email', 'User Since', 'Permission', 'Active', and 'Action'. The table contains one row of data for a user named 'Alayna Mollick' with email 'testingcontact@etp.ca.gov', user since 'Friday, Nov 05, 2021', and permission 'Administrator'. The 'Active' column has a checked checkbox. The 'Action' column has a blue 'Edit' link, which is highlighted with a red arrow.

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3. Edit the fields desired

Edit User

* First Name

* Last Name

* Phone

* Permission

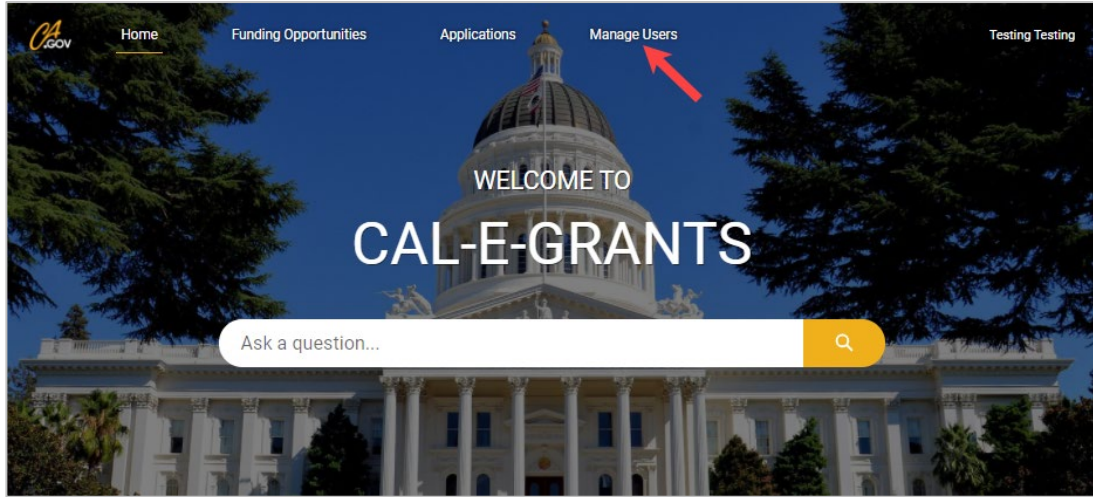
Active

4. Click the **update** button and the changes will be saved

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DEACTIVATING A USER

5. At the top of the home page, select the **Manage Users** button at the top of the page



6. Click the **Edit** button next to the User you wish to edit

A screenshot of the 'Users' management interface. At the top right, there is a yellow button labeled 'Add a New User'. Below this is a table with the following columns: 'Name', 'Email', 'User Since', 'Permission', 'Active', and 'Action'. The table contains one row of data for a user named Alayna Mollick.

Name	Email	User Since	Permission	Active	Action
Alayna Mollick	testingcontact@etp.ca.gov	Friday, Nov 05, 2021	Administrator	<input checked="" type="checkbox"/>	Edit

A red arrow points to the 'Edit' link in the 'Action' column of the table.

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7. Uncheck the **Active** checkbox

Edit User

* First Name
Alayna

* Last Name
Mollick

* Phone
9999999999

* Permission
Administrator

Active

[Update](#) [Close](#)

8. Click the **update** button and the user will be deactivated and unable to log in

[Update](#) [Close](#)