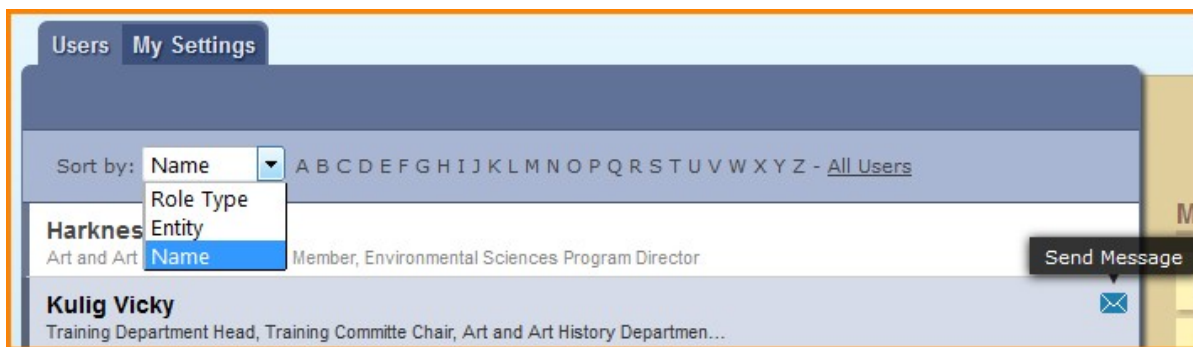


Accounts (End User)

[Click here to view manual navigation.](#)

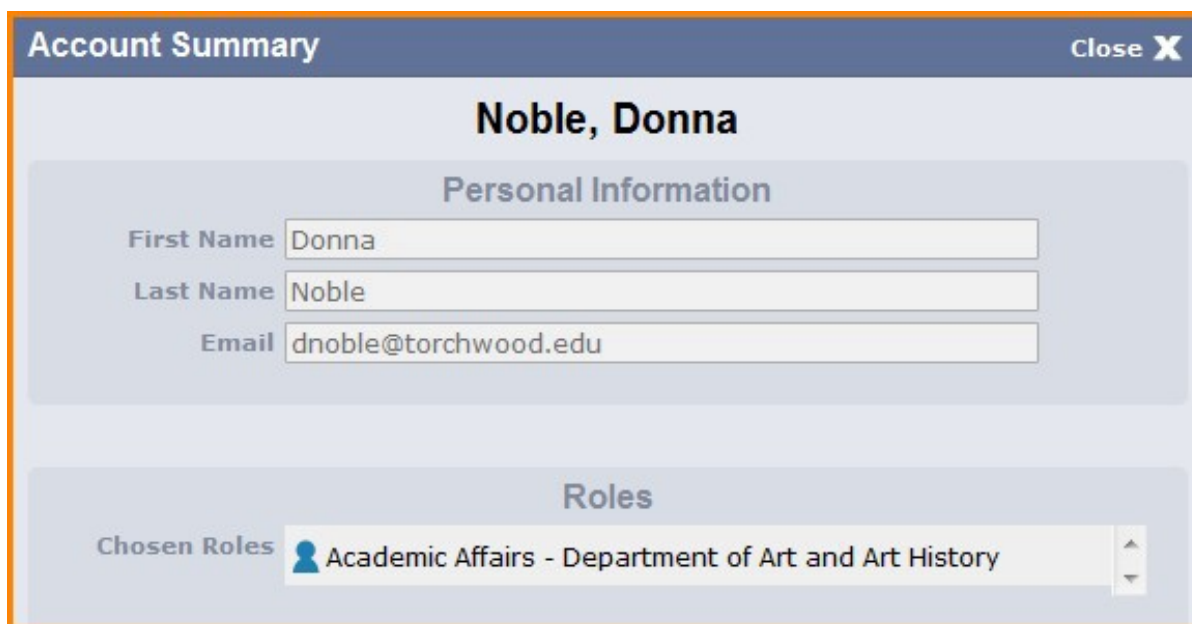
- [Users](#)
- [My Settings](#)

Users



This tab will display a list of all users within Curriculog. You may sort results by Name, Role Type, or Entity using the drop-down menu in the upper left. You may also use the alphabet links to filter the list of Users displayed. Hovering over a user row will highlight it blue-gray and display an envelope icon to the right of the user’s name. Ten results will display in the pane; selecting “Next 10” or “Previous 10” will allow you to scroll through pages of results.

When hovering over a user, an envelope icon will appear to the right in that row. The envelope indicates you may send a message to that user. Emails will be sent from your email account and are not maintained within Curriculog.



Selecting a user row will display that user’s Account Summary in a flyout on the right pane. This view displays the user’s name, email address, any roles that have been

assigned to the user and any committees those roles are associated with.

My Settings

Navigating to the "My Settings" tab and selecting your user row, you will be able to view the Account Summary for your account.

You have the ability to change your name, email information and your password in the Personal Information section of the Account Summary.

Selecting "Change Password" will display a dialog box prompting you to enter your current password, new password, confirm new password and select "Update Password".

Below the Personal Information section of the Account Summary, you will see Roles and Committees listed. As a user, you will not be able to add or edit your roles and committees.

The next section is User Rights which will be also controlled by an Administrator in the Administrator Dashboard. Those areas the user cannot edit will be grayed out. If you make any changes to this area you will need to select "Save Preferences".

Kulig, Vicky

Personal Information

First Name

Last Name

Email

Password

Roles

Chosen Roles

- Training Department Head
- Training Committee Chair
- Art and Art History Department Head
- Environmental Studies Program Director
- Division of Humanities School Director

Committees

- Advising Committee * agenda administrator

User Rights

Note: Disabled fields indicate that certain user preferences are being maintained at the system level. Please contact an administrator if you would like to change one of these preferences.

Permissions

Can Import

System Administrator

Originator

Email Options

Process

Signature Steps

Signature Pin