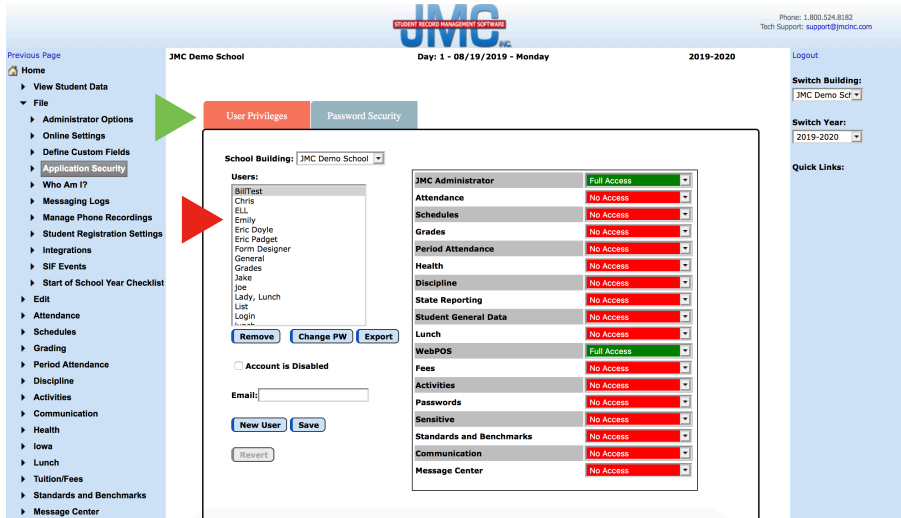


Assigning a jmc administrator

You must have at least one user that is assigned as a jmc administrator for your district. Don't worry, it's easy.

We'll start in the Office Module. Go to File > Application Security.

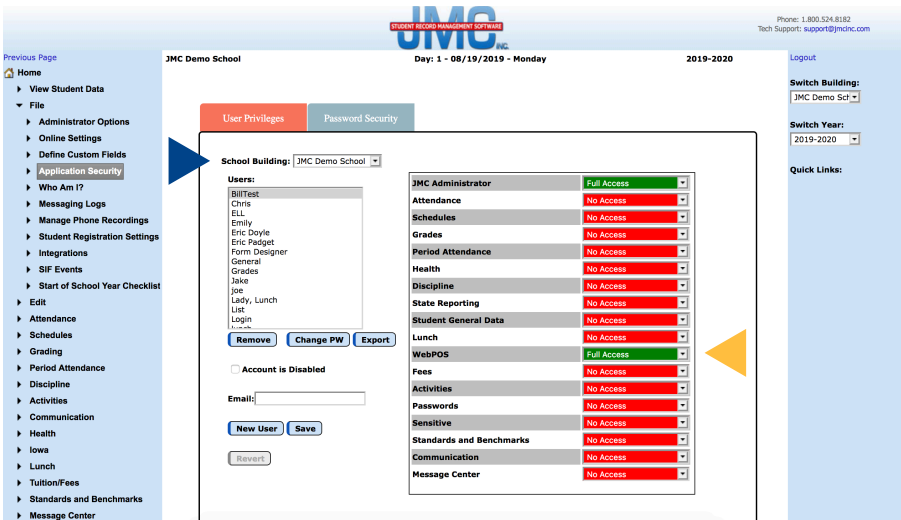


Step 1:

Click on the "User Privileges" tab.

Step 2:

Click the user's name who will become a jmc administrator.



Step 1:

Change every entry here to green (Full Access or Make Changes). "Save"

Step 2:

Repeat these steps for the district level and each building.