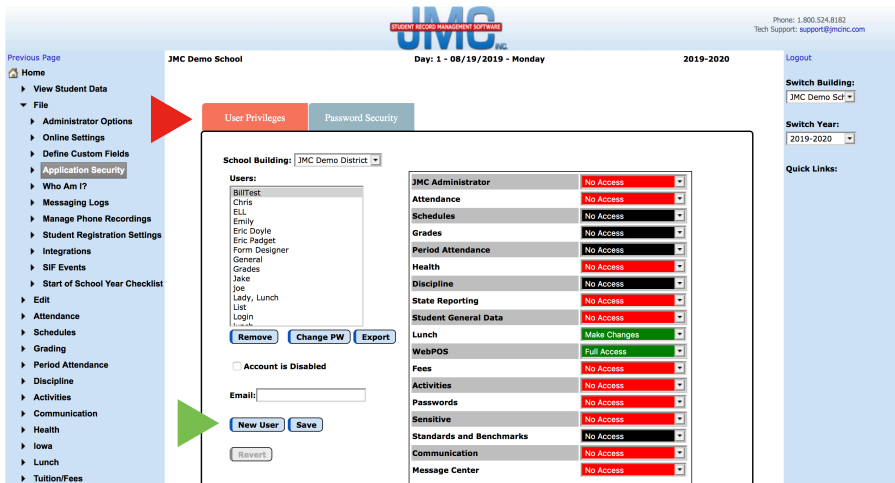


Creating an Office user

Security of your information is very important to jmc. In order to add even more protection, jmc allows you several security options that can be customized for all your users.

For this document and the instructions to follow, we will be working in the Office Module under File > Application Security.



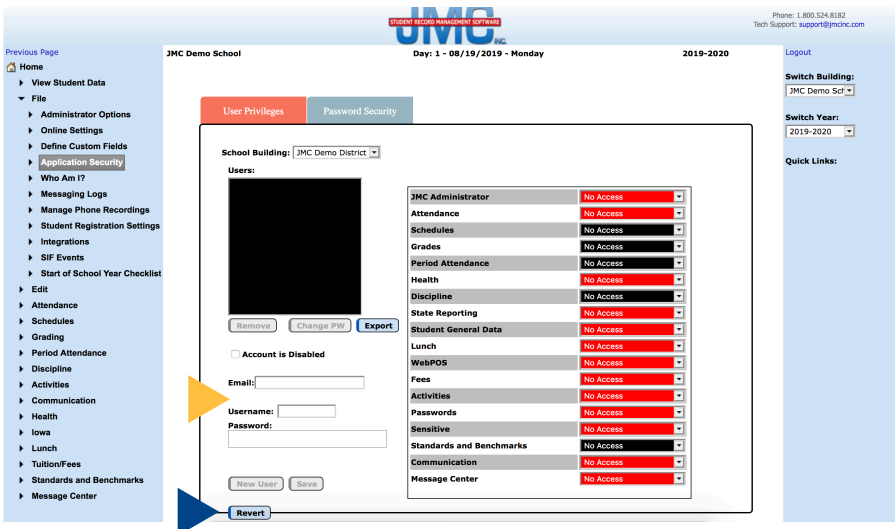
Step 1:

Click the "User Privileges" tab.

Step 2:

Click "New User".

Helpful Tip: Only someone with "jmc Administrator" rights can create a new user.



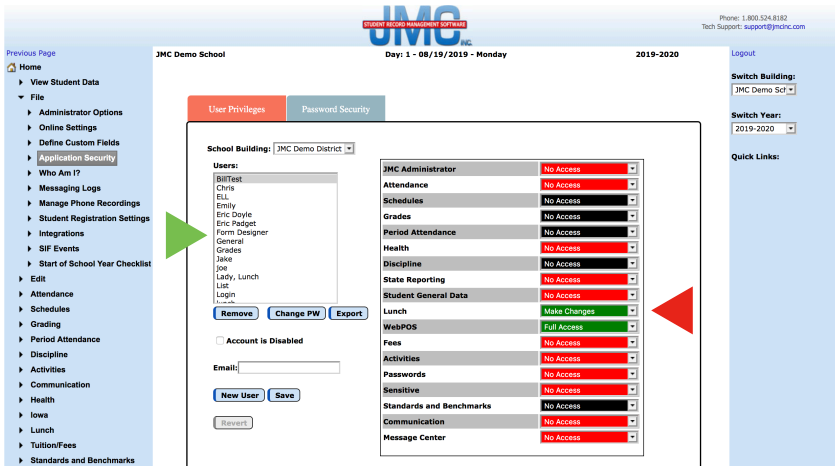
Step 1:

Enter an email, username, and password for the new user.

Step 2:

You can click "Revert" to abandoned this process.

Fun Fact: Don't forget, your new user's password will have to meet the password security options you set earlier!



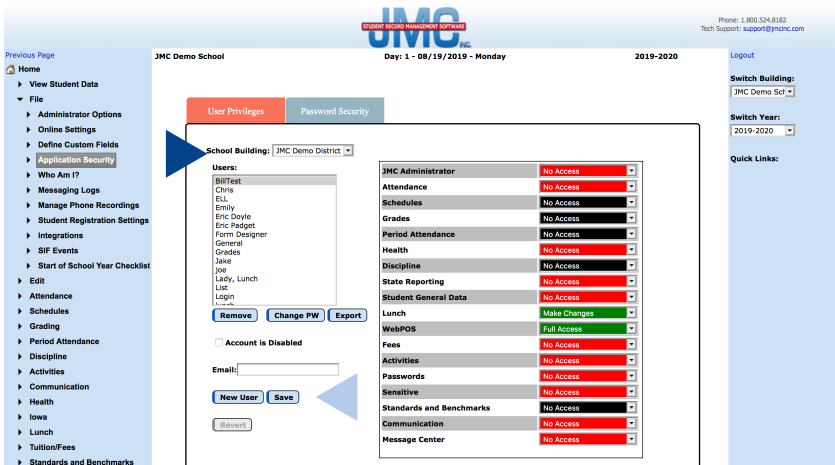
Step 1:

Choose your new user from the list.

Step 2:

Assign necessary permissions to this user based on their role.

Helpful Tip: This is not where you add teachers to the system! Do that under Attendance > Staff > Teachers.



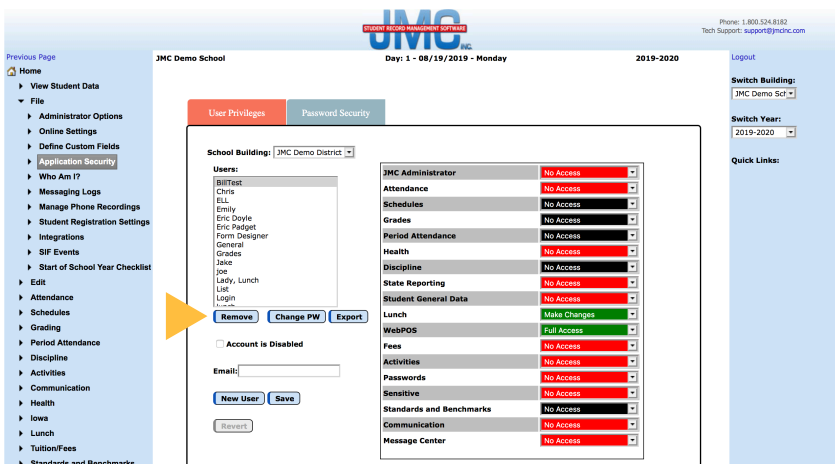
Step 1:

Make sure to choose all your buildings and assign permissions.

Step 2:

You're done! Click "Save".

Helpful Tip: The list of available modules and rights will change depending on what "School Building" you choose at the top.



Step 1:

You can change the password of a user or remove an account here.

Step 2:

You can also export the list of users complete with permissions.

Helpful Tip: If you don't want to remove an account but you do want to prohibit access, try selecting "Account is Disabled".