

User Management for LCCP

How To Assign Rights To A New Staff Member

1. Make sure the staff member has been fully entered in HR Master.
2. Go to System / Entry / User Management
3. Set as shown below, then click Ok.

Setup - 08.24.20

Year : 2021

District : W4B

School : 001

Profile :

Object Code :

Include Master Schedule

Show Only Active Users

Staff ID (School Number + Last 6 of Staff Id)

Staff ID (Last Two of School Number + Last 4 of Staff Id)

Name (1st Initial of Given + Surname - RECOMMENDED)

Name (1st Initial of Given + Surname - LOWERCASED)

Name (1st initial of Given & Middle + Surname - LOWERCASED)

NAME (First name.Last name - LOWERCASED)

OK

4. Click in the blank row under STAFF NAME. A pick list of staff will display. Select the new staff member.
5. Go to the PROFILE cell. Click and assign a profile.
6. The staff member will go alphabetically into the listing.
7. **To print or text access information for the staff member:**
 - a. Click ACTION in the upper right.
 - b. Select PRINT SELECT
 - c. Pick the new staff member.
 - d. At the bottom, select either PRINT SELECTED, or COMMUNICATE.
 - i. Note: You need to have rights to send messages to use the communicate button.

How To Change The Profile Of An Employee

1. Go to System / Entry / User Management
2. Use the same setup as earlier.
3. In the SEARCH box, enter the last name of the staff member to find them on the list.
4. On the first row of the staff member, locate the PROFILE.
5. Click on the current PROFILE, then pick the new one.
6. A question will appear asking if you want to change the rights to match the new profile.
 - a. Click OK or YES.

How To Inactivate An Employee's Access to JCampus

1. In User Management, search for the staff member.
2. Locate the column INACTIVE on the far right.
3. Click on any INACTIVE cell of the employee.
4. All of the INACTIVE cells will get a check mark showing the account is now inactive
5. The employee can no longer use the credentials.

How To Delete An Employee's Access To JCampus

1. Be sure to verify with other staff before deleting! There is no undo for this step!
2. In User Management, search for the staff member.
3. On any row of the staff member, click the red DELETE cell to the left of the staff member's name.
4. On the Warning box, select the choice "All records for".
5. Click the OK button.
6. It is good to review the User Management of staff at the end of each year and delete any accounts that are not to be used any longer.