



# MANAGE – Only available to users with a Central, College or School Admin role

## 2 Add or Modify a User



Curriculum Management System Manage

HOME / MANAGE / USER ACCESS

**Manage** | User Access | Workflows | Collaboration | University Configuration

SEARCH BY NAME OR UNI ID:  [Q]

STATUS: All | ROLE: All | ORGANISATION: All

PURGE | MANAGE ROLES | MODIFY | **+ ADD**

	USERNAME	LAST NAME	GIVEN NAME(S)	UNI ID	EMAIL	STATUS	ROLE
1	u1033760	Rolff	Pru	U1033760	u1033760@anu.edu.au	Activated	Designer for 09 ...
2	u4846996	Hart	Tabitha	U4846996	tabitha.hart@anu.edu.au	Deactivated	College Admin for CAP ...
3	U1094806	Donaghue	Marissa	U1094806	marissa.donaghue@anu.edu.au	Deactivated	School Admin for 62 ...
4	U1081468	Calford	Evan	U1081468	evan.calford@anu.edu.au	Deactivated	Designer for 62
5	GITFastojanovic	Stojanovic	Aleksandar	U0138906	aleksandar.stojanovic@globalitf...	Activated	/
6	GITFvancevacki	Pancevacki2	Vladislav1	U0193790	vladislav.pancevacki@globalitf...	Activated	School Admin for ANU
7	MaryEservice	eservice	mary	A182017	a182017@anu.edu.au	Activated	Central Admin for ANU
8	u1035740	Yin	Zongyou	U1035740	Zongyou.Yin@anu.edu.au	Deactivated	Designer for 52
9	u1091065	Yung	Po Lam	U1091065	Polam.Yung@anu.edu.au	Deactivated	Designer for 61
10	u1081544	Rovelli	Martina	U1081544	Martina.Rovelli@anu.edu.au	Deactivated	Designer for 61
11	u1084894	van Gelder	Pia	U1084894	Pia.vanGelder@anu.edu.au	Deactivated	Designer for CASS ...
12	u4534208	Roberts	Lindon	U4534208	Lindon.Roberts@anu.edu.au	Deactivated	Designer for 61
13	u5595537	Kheradpezhoh	Ehsan	U5595537	ehsan.kheradpezhoh@anu.edu...	Deactivated	Designer for 53
14	u6050342	Hall	Emma	U6050342	Emma.Hall@anu.edu.au	Deactivated	Designer for 09
15	u3813540	Di Francesco	Michael	U3813540	Michael.DiFrancesco@anu.edu...	Deactivated	Designer for 60
16	u5514563	Piggott	Geoff	U5514563	Geoff.Piggott@anu.edu.au	Deactivated	Designer for 64510
17	u1022704	Kurscheid	Johanna	U1022704	Johanna.Kurscheid@anu.edu.au	Deactivated	Designer for 64
18	u1055856	Bapat	Asilata	U1055856	Asilata.Bapat@anu.edu.au	Deactivated	Designer for 61
19	u1085430	Show	Ying Xin	U1085430	YingXin.Show@anu.edu.au	Deactivated	Designer for 64510

Displaying 1688 Users

**1** Tabs – User Access and Workflows (University configuration and Collaboration is available to Central Admin only)

**2** Filters and Manage buttons

**3** Header – icons sort

**4** Table View - reflects current filters

User access can be blocked or unblocked by deactivating or activating the user account

- ### How to Add a new user
1. Select **ADD** button
  2. Complete form – note UNI ID must be unique
  3. Select **SAVE** button

**Add User**

Please fill in all fields to successfully add a new User

USERNAME:

LAST NAME:  GIVEN NAME(S):

UNI ID:  EMAIL:

Activate User

CANCEL SAVE

- ### How to Modify a user
- The **MODIFY** button uses the same screen as above and allows for user details to be updated or for the user to be Deactivated i.e. blocked from accessing CMS.

## 1 Workflow Notification Groups – functional email addresses

How to send workflow notifications to a functional email address

1. From the Workflows>Notification Group tab select **Create Group** to trigger the wizard
2. Select one of the defined **group names** e.g. College Governance (or School Admin, Class Approvers, Course Publishers, Class Publishers– these have been allocated notification flags in the workflows).
3. Assign an **owning organisation** e.g. CASS
4. Group Admin Email (optional) – this will receive any email bounces.
5. Select **+ADD** button
6. Do not select a member, but enter an **email address** e.g. educationcommittees.cass@anu.edu.au

In the above example, when the workflow is triggered to send notifications to the users with college admin roles it will also send an email to the functional email address. Repeat the above steps 1-6 for all owning organisations and associated roles.

Notification Groups | Emails | User Workflows | Status

Search by Name or code:  [Q]

OWNING ORG: All | CREATE GROUP | MANAGE GROUP | DELETE GROUP

GROUP NAME	OWNING ORG	NUMBER OF MEMBERS
School Admin	DETR: Research School of Accounting - ANU College of Business and Economics	1
College Governance	CASS: ANU College of Arts and Social Sciences - The Australian National University	8
College Governance	CBE: ANU College of Business and Economics - The Australian National University	1
Class Publishers	DETR: Research School of Accounting - ANU College of Business and Economics	1
Class Publishers	DETR: Research School of Accounting - ANU College of Business and Economics	1
ASSO	ANU - The Australian National University	1

**Manage Notification Group**

GROUP NAME: College Governance | OWNING ORGANISATION: CASS - ANU College of Arts and Social Sciences - The Au...

GROUP ADMIN EMAIL:  [Click here to add...]

Members:  [Choose Member] |  [educationcommittees.cass@anu.edu.au]

CANCEL ADD MEMBER

CLOSE

## 2 Allocate Roles to User

- ### How to allocate roles to a user
1. Once a user is created use the **MANAGE ROLES** button
  2. Existing roles are displayed, these can be selected and removed via the DELETE button. Note: each user must hold one role at all times.
  3. Use the ADD button to add new role and organisation to the user
    1. Select **ADD** button
    2. Choose Role
    3. Choose Organisation
    4. Select Add Role and then close form

Note: You will only have permission to add roles to a user up to the role you currently hold. That is if you are a School admin you will not be able to assign another user to be a College admin. This also applies to the academic organisation tree.