

## Unlicensed Assistive Personnel Online Curriculum Moodle Version 3.5

### Manual Account Creation

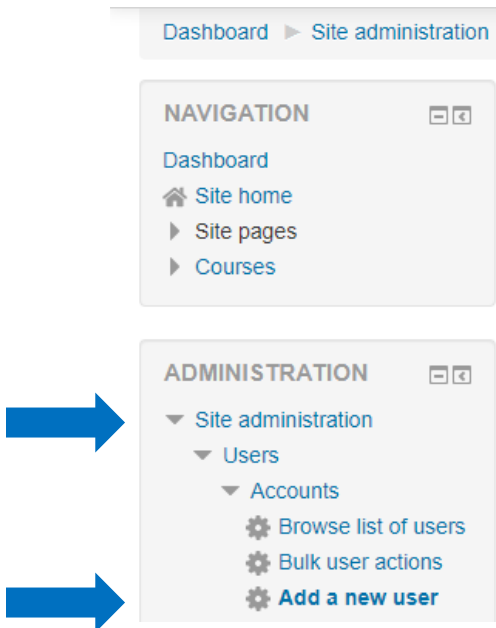
To access the Unlicensed Assistive Personnel Online Curriculum, a user account must be created. The UAP administrator or staff member can complete this process.

#### Add new user – manual by UAP admin or staff

Log in to the UAP site.

From the front page, open the Administration block if it is not already open. Within the Administration block, open the **Site administration** block, and then:

- select **Users**,
- then **Accounts**,
- then **Add a new user**




When you click on **Add a new user**, the following screen will appear on the right side of the screen:



[▶ Expand all](#)

## ▼ General

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**Username** **Choose an authentication method** **Suspended account** **Generate password and notify user** 

The password must have at least 8 characters, at least 1 digit(s), at least 1 lower case letter(s), at least 1 upper case letter(s), at least 1 non-alphanumeric character(s) such as \*, -, or #

**New password** [Click to enter text](#)  **Force password change** **First name \*****Last name \*****Email address \*****Email display** **City/town****Select a country**

Fill in the required fields indicated by **red asterisk \***.

The **username** must be lower case. You will need to let your student or staff member know what username you have assigned.

Create a password for the user. Initially you may use the same password for all users you are creating. You will need to let your students know what password you have assigned.

If you check **Unmask** located next to **New Password**, it will display the text for the password instead of masking it with asterisks. This only applies while you are creating a new user. Once you click on the **Create user** button at the bottom of the screen, the password is encrypted. If a student or staff member forgets their password, you will need to come to this screen (which becomes the **user's profile**) and create a new password for them.

If you want your student or staff member to create their own passwords, check the box next to **Force password change**. The student will then be requested to create their own password as part of their initial login process to the course site. It is the best practice to have the user create their own unique password.

(If you don't want to include an email address for a student or staff member, a fake one may be used, such as [LastnameFi@example.com](mailto:LastnameFi@example.com). **An email address is required to complete the process.**

Review the information, scroll to the bottom of the screen, and click **Create user**.

You will be returned to the screen with the Administration block on the left and the list of user accounts on the right.

Each new user is automatically assigned the role (set of permissions) for a student.

The student may now be enrolled in the course.

### **Permissions:**

If you are creating an account for an additional UAP admin or teaching assistant, you will need to assign a different set of permissions.

Follow this path:

Home ▶ Site administration ▶ Users ▶ Permissions ▶ Assign system roles Blocks editing on

NAVIGATION ☰

ADMINISTRATION ☰

- Site administration
- Users
  - Accounts
  - Permissions
  - Assign system roles**
  - Check system permissions
- Grades
- Appearance
- Front page
- Reports

ADMIN ☰

## Assign roles in System ?

WARNING! Any roles you assign from this page will apply to the assigned users throughout the entire system, including the front page and all the courses. ✕

Please choose a role to assign

Role	Description	Users with role
Teacher	Teachers can do anything within a course, including changing the activities and grading students.	1 Sue Daller
<b>UAP Course Admin</b>	UAP Course Admin	3 Allida Branton Neil Kohler Melanie Schwartz

Click on the role you want to assign. In this case, we are using the UAP Admin. The following screen will appear:

Home ▶ Site administration ▶ Users ▶ Permissions ▶ Assign system roles Blocks editing on

NAVIGATION ☰

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ADMIN ☰

BOOKMARKS

[Bookmark this page](#)

## Assign role 'UAP Course Admin' in System ?

WARNING! Any roles you assign from this page will apply to the assigned users throughout the entire system, including the front page and all the courses. ✕

**Existing users**

Existing users (3)

- Allida Branton (allida@instructionalmediaser
- Neil Kohler (neil.kohler@gmail.com)
- Melanie Schwartz (menalie.schwartz@south

**Potential users**

Potential users (17)

- Rick Abrahms (rickabrahms@internet.com)**
- Ian Bates (ianbates@internet.com)
- Halie Boyer (hboyer@hadh.org)
- Sue Daller (don@hadh.org)
- Ted Dalton (teddalton@internet.com)
- Jane Doe (janedoe@internet.com)
- Jill James (jilljames@internet.com)
- Thomas Kirk (thomaskirk@internet.com)
- Elizabeth Miller (elizabethmiller@internet.co
- Abraham Ott (abrahamott@hotmail.com)
- Janet Owens (janetowens@internet.com)
- Zarah Perkins (zarahperloms@internet.com)
- Kathy Rogers (kathyrogers@internet.com)
- Peyton Schafer (pschaef@hadh.org)
- Donald Smith (brantona@internet.com)
- Test Student (brantona@missouri.edu)
- IMS Support (support@instructionalmediase

◀ Add
Remove ▶

Search  Clear Search  Clear

Click on the name you want to assign permissions to from the column on the right. The name will become highlighted.

Click the **Add** button and the name will be moved from the column on the right to the column on the left. Permissions have been successfully added for Rick Abrahms.

Home > Site administration > Users > Permissions > Assign system roles Blocks editing on

**Assign role 'UAP Course Admin' in System** ?

**WARNING!** Any roles you assign from this page will apply to the assigned users throughout the entire system, including the front page and all the courses.

**Existing users (4)**

- Rick Abrahms (rickabrahms@internet.com)
- Allida Branton (allida@instructionalmediaser)
- Neil Kohler (neil.kohler@gmail.com)
- Melanie Schwartz (menalie.schwartz@south)

**Potential users (16)**

- Ian Bates (ianbates@internet.com)
- Halie Boyer (hboyer@hadh.org)
- Sue Daller (don@hadh.org)
- Ted Dalton (teddalton@internet.com)
- Jane Doe (janedoe@internet.com)
- Jill James (jilljames@internet.com)
- Thomas Kirk (thomaskirk@internet.com)
- Elizabeth Miller (elizabethmiller@internet.com)
- Abraham Ott (abrahamott@hotmail.com)
- Janet Owens (janetowens@internet.com)
- Zarah Perkins (zarahperloms@internet.com)
- Kathy Rogers (kathyrogers@internet.com)
- Peyton Schafer (pschaefer@hadh.org)
- Donald Smith (brantona@internet.com)
- Test Student (brantona@missouri.edu)
- IMS Support (support@instructionalmediase)

Search   Search

[Search options](#) ▶

This process may be used in reverse if you need to remove permissions for a person or change them. It is best to remove a set of permissions before adding permissions at a different level.