

## How to Manually Confirm a New UAP Account:

If a student does not receive a confirmation email and there were no error messages in the account create process then their account has been created. Their account may be confirmed manually by a staff member. Follow the instructions below. Once the account has been identified in the list make sure the information is correct. If the account data is correct click on the Confirm link. The account will be confirmed (made active).

The student will need to open the curriculum site. Enter the login credentials already created on the left side of the screen. The site will open and they may enroll themselves using the enrollment key (password) provided.

The path is from the home page:

Open the Administration block

Open Site administration

Click on users

Click on Accounts

Click on Browse list of users – A list of all of the accounts in the site will display. In this example the User full name equals Matt was used as a first filter. The column headings are sort features. Chose **Last access** to achieve the display below.

The screenshot shows the Moodle administration interface for user management. The breadcrumb trail is: Home > Site administration > Users > Accounts > Browse list of users. The page title is "2 / 110 Users".

**Navigation:**

- Administration
  - My profile settings
  - Site administration
    - Notifications
    - Registration
    - Advanced features
    - Users
      - Accounts
        - Browse list of users**
        - Bulk user actions
        - Add a new user
        - User profile fields
        - Cohorts
        - Upload users
        - Upload user pictures
      - Permissions
      - Courses
      - Grades
      - Badges
      - Location
      - Language

**Filters:**

- New filter:** User full name contains [contains] [Add filter]
- Active filters:**  User full name contains "Matt" [Remove selected] [Remove all filters]

**Table:**

First name / Last name	Email address	City/town	Country	Last access	Edit
matt lauer	matt@internet.com	wilekson	United States	Never	[X] [Eye] [Gear] <b>Confirm</b>