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.