


Collision Repair and Refinish Job Sheet Skill Tracking

Manual Account Creation

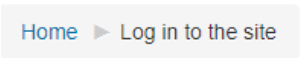
Open the Collision Repair and Refinish Job Sheet Skill Tracking site (URL) for your school.

In the upper right-hand corner click the blue Log in link that looks like this:



The following screen will appear:

(Returning students and instructors, who have had administrative accounts created for them, should use the log in fields on the left.)



Log in


Username

Password

Remember username

Log in

[Forgotten your username or password?](#)

Cookies must be enabled in your browser 

Is this your first time here?

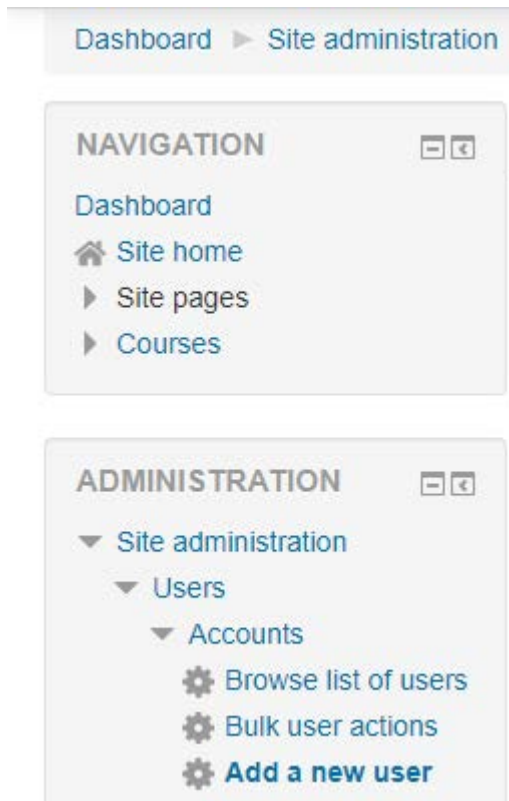
For full access to this site, you first need to create an account.

Create new account



From the home page open the **Administration block** if it is not already open. Click on **Users**, Click on **Accounts** and then click on **Add a new user**.

Student Manual Account Creation and Self-Enroll



The following screen will display:

Student Manual Account Creation and Self-Enroll

Dashboard > Site administration > Users > Accounts > Add a new user

Blocks editing on

Expand all

ADMINISTRATION

- Site administration
 - Users
 - Accounts
 - Browse list of users
 - Bulk user actions
 - Add a new user
 - Cohorts
 - Upload users
 - Upload user pictures
 - Permissions
 - Courses
 - Grades
 - Analytics
 - Competencies
 - Badges
 - Language
 - Plugins
 - Appearance
 - Front page
 - Reports

ADMIN BOOKMARKS

- Bookmark this page

General

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

Create a username for the person. It must be lower case.

Create a password for the person.

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), and at least 1 non-alphanumeric character(s) such as *, -, or #

Remember the password! You will need to give this password and the username you created to the person for whom you are creating the account. Check the box next to Force password change. The person will be asked to create their own unique password as a part of their initial log in process. Complete the form making sure you have entered information in all the boxes that have a red *. Those are required fields.

Be sure and scroll to the bottom of the screen and click the **Create user** button.

Follow this path to locate the new user:

Administration Block
Site administration
Users
Accounts
Browse list of users

Student Manual Account Creation and Self-Enroll

You will find that the new account has been created.

The screenshot shows the Moodle administration interface for user management. The breadcrumb trail is: Dashboard > Site administration > Users > Accounts > Browse list of users. A 'Blocks editing on' button is in the top right. The left sidebar contains an 'ADMINISTRATION' menu with options like 'Browse list of users', 'Bulk user actions', 'Add a new user', 'Cohorts', 'Upload users', 'Upload user pictures', 'Permissions', 'Courses', 'Grades', 'Analytics', 'Competencies', 'Badges', 'Language', 'Plugins', 'Appearance', 'Front page', and 'Reports'. Below the sidebar is an 'ADMIN BOOKMARKS' section with a 'Bookmark this page' link. The main content area is titled '15 Users' and includes a 'New filter' section with a search box for 'User full name' (set to 'contains') and an 'Add filter' button. Below the filter is a 'Show more...' link. A table lists 15 users with columns for 'First name / Last name', 'Email address', 'City/town', 'Country', 'Last access', and 'Edit'. The 'Edit' column contains icons for delete (X), view (eye), and edit (gear). A blue arrow points to the edit icon for Jane Doe. At the bottom of the table is an 'Add a new user' button.

First name / Last name	Email address	City/town	Country	Last access	Edit
Allida Branton	brantona@missouri.edu	COLUMBIA	United States	51 secs	⚙️
Donald Smith	donaldsmith@internet.com	Hometown	United States	Never	✕ 👁 ⚙️
Elizabeth Miller	elizabethmiller@internet.com	Hometown	United States	Never	✕ 👁 ⚙️
Ian Bates	ianbates@internet.com	Hometown	United States	Never	✕ 👁 ⚙️
IMS Support	support@instructionalmediaservices.com	Columbia	United States	4 hours 9 mins	
Jane Doe	brantonr@missouri.edu	COLUMBIA	United States	Never	✕ 👁 ⚙️
Janet Owens	janetowens@internet.com	Hometown	United States	Never	✕ 👁 ⚙️
Jill James	jilljames@internet.com	Hometown	United States	Never	✕ 👁 ⚙️
Kathy Rogers	kathyrogers@internet.com	Hometown	United States	Never	✕ 👁 ⚙️
Rick Abrahms	rickabrahms@internet.com	Hometown	United States	Never	✕ 👁 ⚙️
Robin Ferguson	rdferguson2011@gmail.com	La Plata, MO	United States	26 days	✕ 👁 ⚙️
Susie Smith	allida@instructionalmediaservices.com	Anywhere	United States	4 hours 7 mins	✕ 👁 ⚙️
Ted Dalton	teddalton@internet.com	Hometown	United States	Never	✕ 👁 ⚙️
Thomas Kirk	thomaskirk@internet.com	Hometown	United States	Never	✕ 👁 ⚙️
Zarah Perkins	zarahperkins@internet.com	Hometown	United States	Never	✕ 👁 ⚙️

If this was a manual account creation you may now enroll the student.

If this was a manual account creation for a staff member, permissions will need to be added to this account. See additional documentation titled – How To – Admin Manual Account Create – add Permissions-CRR.