

Pesky **Copy Access** Passwords

Getting started!

WS Shell -> School Setup -> System Passwords

Notice 4 buttons at the bottom of the page.

Delete Access (Gray) Copy Access (Gray) **Cancel OK**

Double click on the template/individual

Notice 4 buttons at the bottom of the page.

Delete Access Copy Access (Gray) **Cancel OK**

You'll copy a template/individual access to individual in the staff pool (left side of the screen). Your template/individual should be displayed on the RIGHT side of the screen. Be certain not to change users. Stay right here. Now, here's the \$29.95 trick!

Single click the name of the individual from the staff pool (left side of the screen) to whom you wish to copy these rights!

NOTE: You have not changed user on the left side of the screen! You should still see your template/individual on the left side of the screen.

Notice 4 buttons at the bottom of the page.

Delete Access Copy Access Cancel OK

Click **Copy Access**

This should copy the rights of the person on the left to the individual in the Staff Pool (right side).

Double click the name of the individual from the staff pool (left side of the screen). On the right side of the screen, you should see the User Name, Position, User ID, Password field, Assess Levels for Modules. Check to see that the rights were copied. This is a good time to assign a password if one has not already been assigned.

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-msh- October 2002