Managing ICT Users

As a Proctor, you have the ability to review and work with your students' user profiles. You can reset passwords, review transcripts, check Access Code usage, view certificates and more.

Follow these instructions to access a user's profile.

1. Log in to the ICT Online campus. Click **Manage**, and then select **Users** on the left side of the page.

ICT Eccontic	Proctor: CP6026221697					
ICT Essentia						Profile Help Logout
Powered by	CIW					
Home Reports My Progress	Manage My Co	ourses				
Manage	Manage Users					
Users	O Create					
Filter Options	Go to page:	Go Red	ords per pa	ge: 50 🔽	Records: 3 Show More	
Organization	ALABCDEFGHIJ	KLMNOPQRS	тихмхү	z		
User Group	All User	Username	Status	Туре	User Group	Most Recent Certification
Type All	Harnish, Lisa	CP4807778879	Registered	Participant	ICT - All UsersICT - Demo	None Earned
Status -All-	Harnish, Lisa	CP6026221697	Registered	Proctor	ICT - All Users	None Earned
Last Name Harnish	Hamish, Lisa	ICTHarnish	Registered	Participant	ICT - All Users	None Earned
Email Address	Go to page:	Go Red	ords per pa	ge: 50 💌	Records: 3 Show More	

- 2. To search for a user, enter a first and/or last name in the search field(s) on the left side of the page, then click **Go**. A list of users that match your search will appear.
- 3. Click on the user's name in the list to access his or her profile. The User Details page will appear.

ICT Eccontials				Proctor: CP6026221697	
				Profile Help Logout	
Home Reports My Progress Man	age My Courses				
Manage Lisa H	larnish: Edit Use	er Info			
Sections Edit U	User Info				
User's Transcript	First Name	Middle Name Last Name Harnish	Default Organization		
Exceptions Use Access Codes Use	mame	Date of Birth	Student ID 6026221697		
Certifications	sword	Confirm Password	Department	Supervisors Name	
	Minimum Passwo	ord Requirements: Letter Irracter [!@#\$^&*?_~-]	Supervisors Phone	Supervisors Email	
Ema	ail Address				
Ihai	rnish@certification-partr	ners.com	Title		
Alter (The	rnate Email(s) ese addresses will rece	ive emails)			
Ikha	arnish@cox.net		Classification		
Sep. Wet	arate multiple emails wi o Address	th a semi-colon	Language English Dictionary		

The fields on this page allow you to change the password, update the e-mail address and add other user information.

- 4. After making changes, scroll to the bottom of the page and click **Save** to save your changes.
- 5. On the left menu, click **User's Transcript.** A list of the user's exams will appear. Expand the exam folders to view results by clicking the plus symbol(+) next to the exam name.

	Reports	My Progress	Manage	My Courses				
Manage Users	e		My Progree	ss: Lisa Har	nish			
			- ICT Stude	nt Exams				
Sectior	าร		+ ICT - C	ommunications E	ssentials v1.0 Exa	ms		
📩 User 🛙	Details		+ ICT - C	omputing Essenti	als v1.0 Exams			
user's	s Transcript	•	+ ICT - C	yber Security Ess	entials v1.0 Exams	S		
🔁 Enrollr	ments	+ ICT - Database Essentials v1.0 Exams						
📌 Excep	Exceptions							
121 Acces	s Codes		9					
👷 Certific	cations		Assets			Take #	Date	Status
Eiltor			ICT - Ga Exam	aming Essentials	1.0 Beginner	No takes		
Publish S	Status		ICT - Gi Interme	aming Essentials diate Exam	/1.0	1	11/6/2014	Details Passed
Published			ICT - Ga Exam	aming Essentials	1.0 Advanced	No takes		
			- ICT - M	ultimedia Essentia	ls v1.0 Exams			
			Assets			Take #	Date	Status
			No grad	lable items				

- 6. On the left menu, click Access Codes to see which Access Codes the user has used.
- 7. On the left menu, click **Certifications** to see which certificates the user has earned. To view or print a certificate, click on the HTML or PDF icons.

Proctor: CP602822 Profile Help L Profile Help L								
Home Reports My Progre	ss Manage My Courses							
Manage	Lisa Harnish: Certifications							
Users	Certification Progress							
Sections	Name	Progress	Earned	Expires	Certification Sent			
ter Details	ICT - Communications Essentials v1.0 Certificate	0%						
User's Transcript	ICT - Computing Essentials v1.0 Certificate	100%	11/18/2014 3:19:37 PM 📑 📕					
* Exceptions	ICT - Cyber Security Essentials v1.0 Certificate	0%						
121 Access Codes	ICT - Database Essentials v1.0 Certificate	0%						
Certifications	ICT - Gaming Essentials v1.0 Certificate	0%						
	ICT - Multimedia Essentials v1.0 Certificate	0%						
	ICT - Programming & Logic Essentials v1.0 Certificate	0%						
	ICT - Spreadsheet Essentials v1.0 Certificate	0%						
	ICT - Web Design Essentials v1.0 Certificate	0%						
	ICT - Word Processing Essentials v1.0 Certificate	0%						

If you need further assistance, contact Technical Support at <u>support@certification-partners.com</u> or (866) 370-3511.