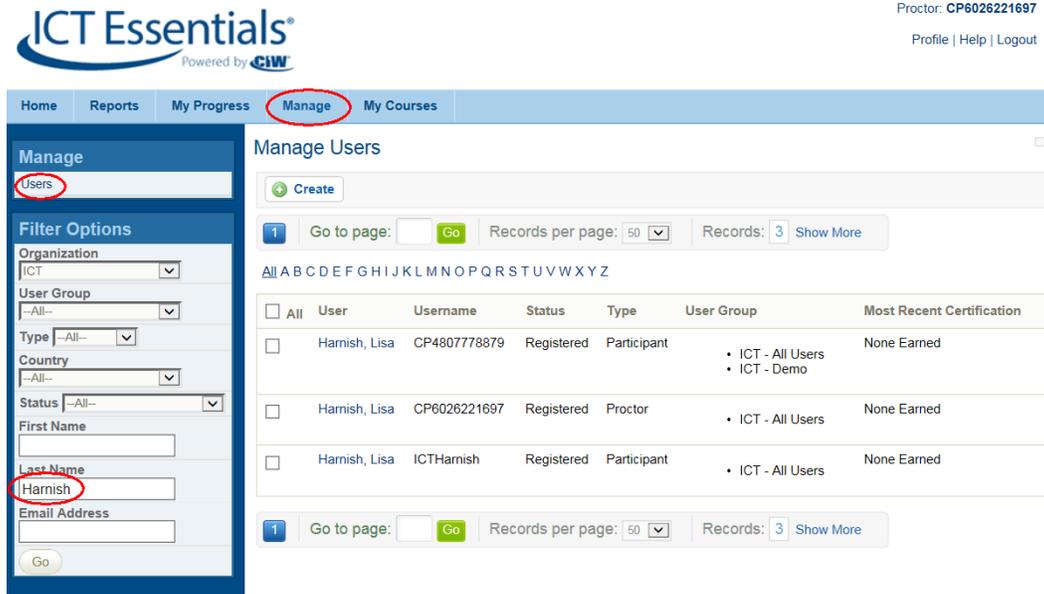


Managing ICT Users

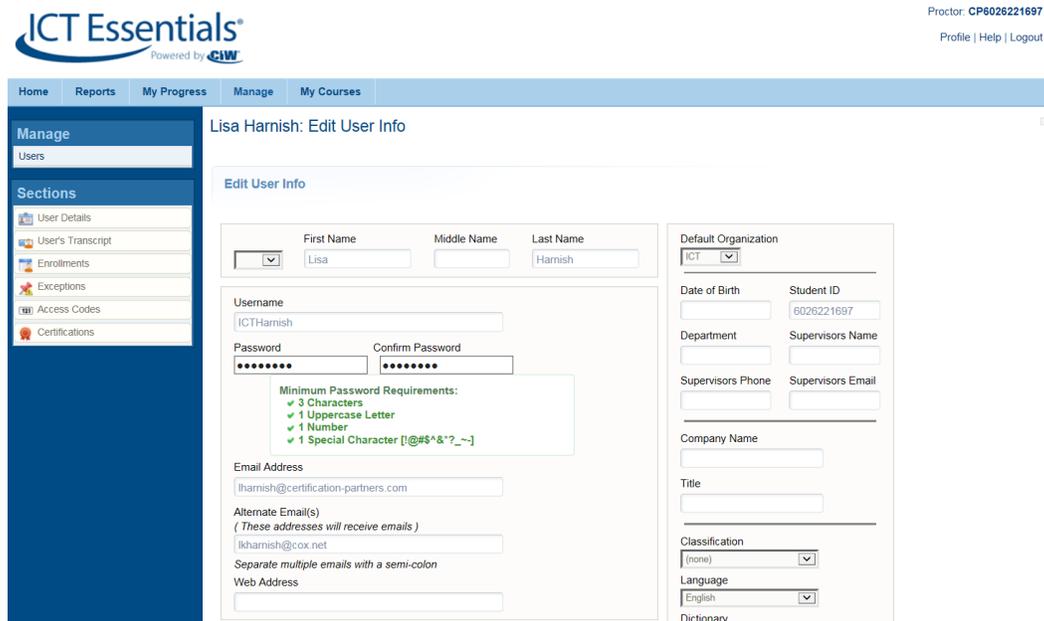
As a Proctor, you have the ability to review and work with your students' user profiles. You can reset passwords, review transcripts, check Access Code usage, view certificates and more.

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.



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.



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.

My Progress: Lisa Harnish

ICT Student Exams

- + ICT - Communications Essentials v1.0 Exams
- + ICT - Computing Essentials v1.0 Exams
- + ICT - Cyber Security Essentials v1.0 Exams
- + ICT - Database Essentials v1.0 Exams
- + ICT - Gaming Essentials v1.0 Exams
- ICT - Multimedia Essentials v1.0 Exams
- ICT - Programming & Logic Essentials v1.0 Exams

Assets	Take #	Date	Status
ICT - Gaming Essentials v1.0 Beginner Exam	No takes		
ICT - Gaming Essentials v1.0 Intermediate Exam	1	11/6/2014	Details Passed
ICT - Gaming Essentials v1.0 Advanced Exam	No takes		

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.

ICT Essentials® Powered by CIW

Proctor: CP6026221697
Profile | Help | Logout

Lisa Harnish: Certifications

Name	Progress	Earned	Expires	Certification Sent
ICT - Communications Essentials v1.0 Certificate	0%			
ICT - Computing Essentials v1.0 Certificate	100%	11/18/2014 3:19:37 PM		
ICT - Cyber Security Essentials v1.0 Certificate	0%			
ICT - Database Essentials v1.0 Certificate	0%			
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 support@certification-partners.com or (866) 370-3511.