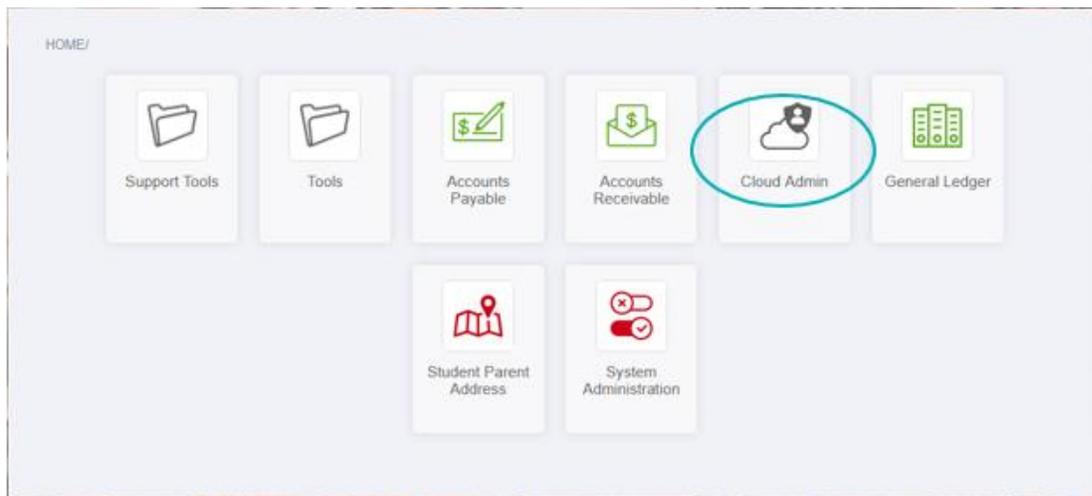


How to Create a New Database User with My Backpack Account?

Create the Cloud Account

Go to Advantage Cloud Administration (for Hosted Schools)



Highlight an existing user and click **Add** (this will copy the existing user's access level to the new profile, so be sure to select a profile with the same access the new profile should be assigned)

The screenshot shows the Ascendace Administration Console interface. At the top, there is a menu bar with 'File' and 'Help'. Below the menu bar is the Ascendace logo and the text 'Administration Console'. To the right of the logo, there are several icons: a lock icon for 'Pwd Reset', a document icon for 'Export', a refresh icon for 'Refresh', a plus sign for 'Add' (circled in red), and a minus sign for 'Delete'. Below the icons is a table with the following columns: UserID, First Name, Last Name, Email Address, Role, and Last Login.

UserID	First Name	Last Name	Email Address	Role	Last Login
XP_Abhosale	Akshay	Bhosale			
XP_alongo	Angela	Longo	angela_longo@communitybrands.c...	CloudAdmin	
XP_angle	angle	angle	angle_angle@communitybrands.c...	CloudAdmin	
xp_bkopp	Brenda	Kopp		Basic	
XP_cgibert	Chris	Gilbert	chris_gilbert@communitybrands.c...	CloudAdmin	1/14/2021 7:21 AM
xp_chayes	colin	hayes	colin_hayes@communitybrands.c...	CloudAdmin	3/11/2021 10:25 AM
XP_clupien	Colleen	Lupien	colleen_lupien@communitybrands.c...	CloudAdmin	4/1/2021 12:45 PM
XP_dmorin	David	Morin	david_morin@communitybrands.c...	CloudAdmin	12/1/2020 3:38 PM
XP_Dshinde	Dhanashree	Shinde			
XP_HSingh	Harbir	singh			
XP_jaciacca	XP_jaciacca		justin_arias@communitybrands.c...	Cloud Admin	4/24/2021 7:38 AM
XP_kathyg	Kathy	Gaudette	kathy_gaudette@communitybrands.c...	Basic	
XP_narvatar1	nan	narvatar1	justin_arias@communitybrands.c...	CloudAdmin	6/2/2020 12:36 PM

The **Create New User** window will appear

The screenshot shows a window titled "Create New User" with a close button in the top right corner. The window is divided into two main sections: "User Account Details" and "Account Security".

User Account Details:

- User Name (Required): HA. |
- First Name (Required):
- Last Name (Required):
- Email Address (Required):
- Phone (Optional): () - -

Account Security:

- User Role (Required): Basic

Below the form, there are two lines of text:
* Passwords are auto generated and emailed to the user
** User account must be assigned to a Senior Systems database account using the alternateID field in the Senior Systems Admin module

At the bottom right, there are two buttons: "Add User" and "Cancel".

Fill in all of the Required information (User Name, First Name, Last Name, eMail Address) and be sure to select a User Role under Account Security (again, select the same Role as the one copied, in this case, **Basic**). Click **Add User**.

This screenshot shows the "Create New User" window with the following information entered:

User Account Details:

- User Name (Required): XP. TrainingDoc
- First Name (Required): Training
- Last Name (Required): Documentation
- Email Address (Required): trainingdoc@email.com
- Phone (Optional): () - -

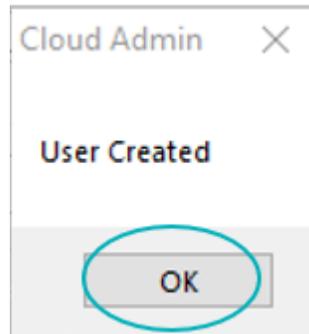
Account Security:

- User Role (Required): Basic

The same two lines of text are present below the form:
* Passwords are auto generated and emailed to the user
** User account must be assigned to a Senior Systems database account using the alternateID field in the Senior Systems Admin module

At the bottom right, the "Add User" button is circled in red, and the "Cancel" button is also visible.

A message will appear noting that the new User Created. Click **OK** to close the notification.



The new record will now appear on the list of Users.

Ascendance Cloud Administration Administration Console

File Help

Ascendance Administration Console

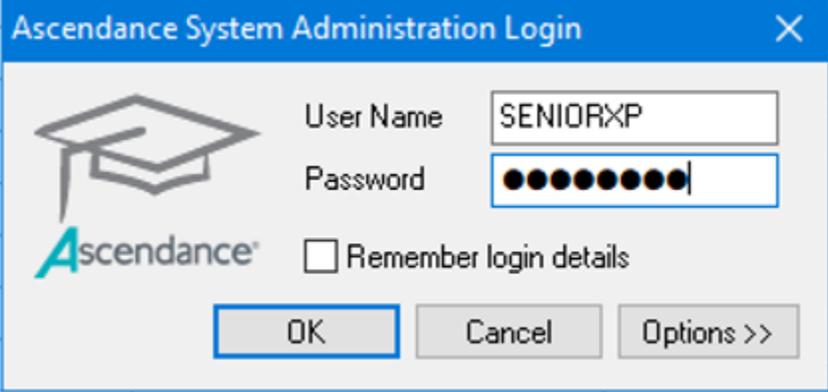
Pwd Reset Export Refresh Add Delete

UserID	First Name	Last Name	Email Address	Role	Last Login
XP_Abhosale	Akshay	Bhosale			
XP_alongo	Angela	Longo	angela_longo@communitybrands.com	CloudAdmin	
XP_angie	angie		angie_private@communitybrands.com	CloudAdmin	
xp_bkopp	Brenda	Kopp		Basic	
XP_cglibert	Chris	Gilbert	chris_gilbert@communitybrands.com	CloudAdmin	1/14/2021 7:21 AM
xp_chayes	colin	Hayes	colin_hayes@communitybrands.com	CloudAdmin	3/11/2021 10:25 AM
XP_clupien	Colleen	Lupien	colleen_lupien@communitybrands.com	CloudAdmin	4/1/2021 12:45 PM
XP_dmorin	David	Morin	david_morin@communitybrands.com	CloudAdmin	12/1/2020 3:38 PM
XP_Dshinde	Dhanashree	Shinde			
XP_HSingh	Harbir	Singh			
XP_jsciacca	XP_jsciacca		patricksciacca@communitybrands.com	Cloud Admin	4/24/2021 7:38 AM
XP_kathyg	Kathy	Gauziano	kathy_gauziano@communitybrands.com	Basic	
XP_pentester1	pen	tester1	patricksciacca@communitybrands.com	CloudAdmin	6/2/2020 12:36 PM
XP_pentester2	pen	tester2	patricksciacca@communitybrands.com	Basic	5/29/2020 4:36 PM
XP_psingh	Pankaj	Singh	pankaj_singh@communitybrands.com	CloudAdmin	11/19/2020 1:39 PM
XP_TrainingDoc	Training	Documentation	trainingdoc@email.com	Basic	
XP_zgitonga	Zachary	Gitonga	zachary_gitonga@communitybrands.com	CloudAdmin	
XP_DevQA					

Do not log out of **Cloud Administration** at this time.

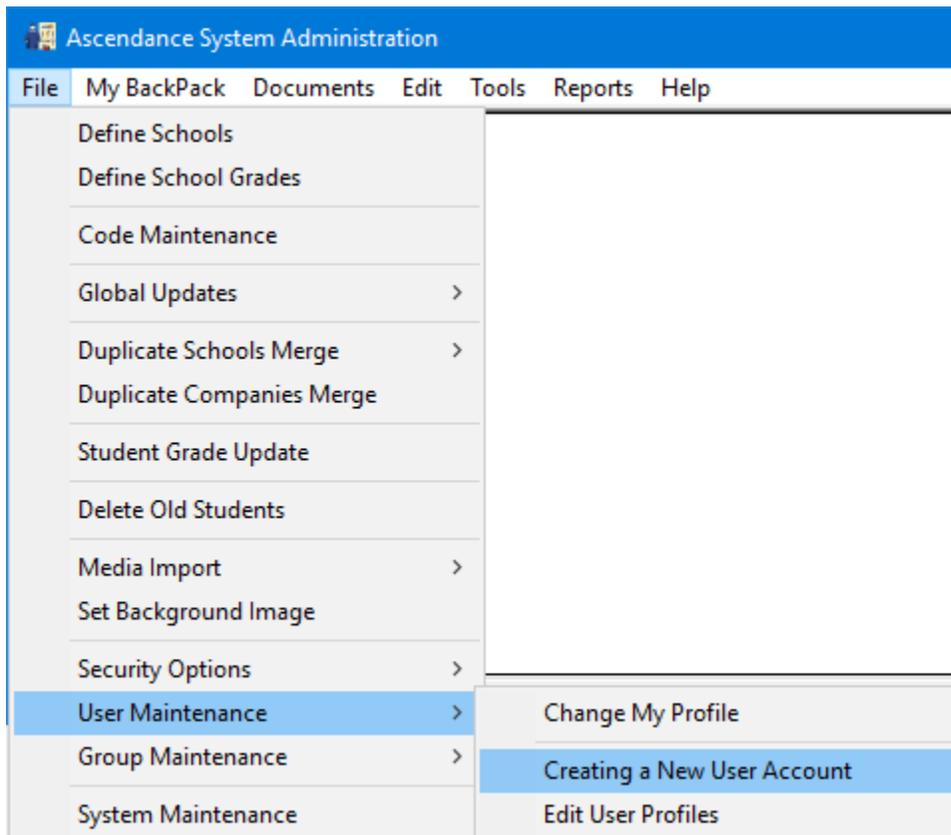
Create the Database User Account

Log into System Administration Module as the Schema Owner (ex. SENIORxx where xx is the school's 2-character code).

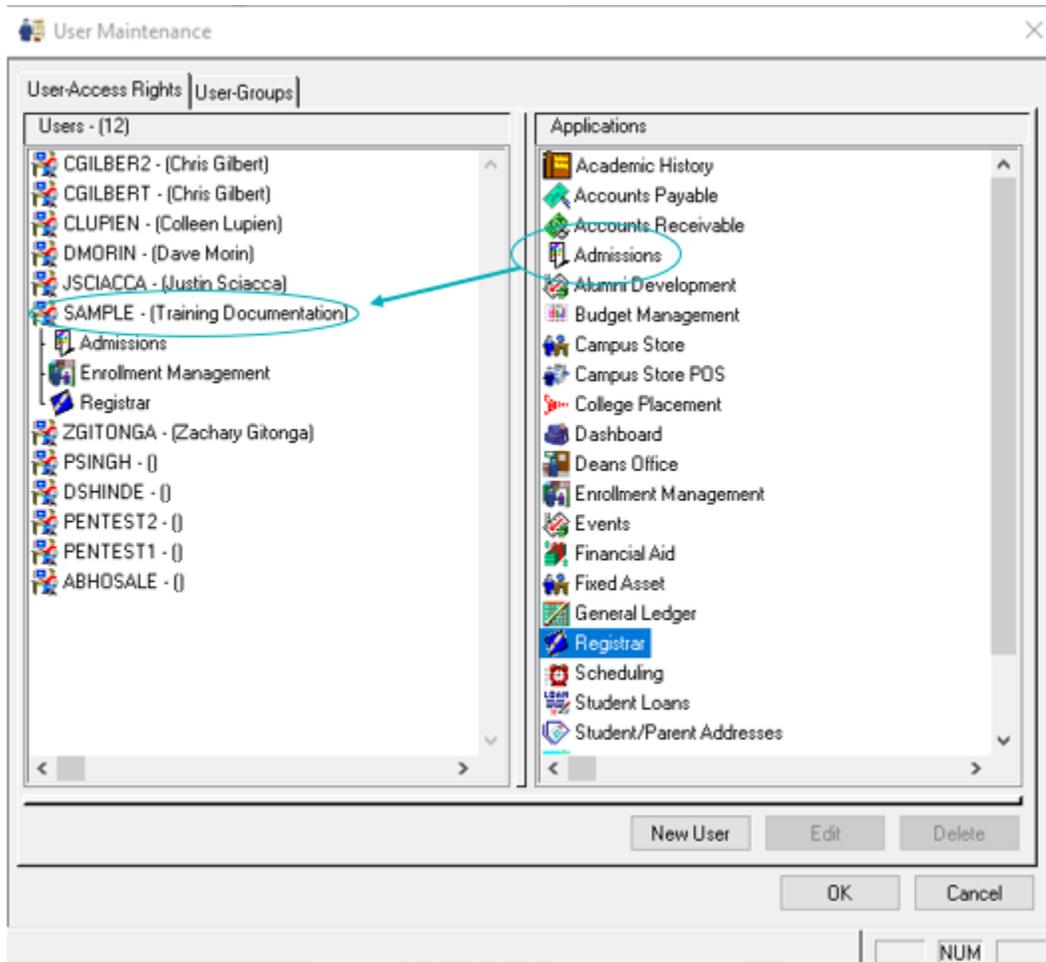


The image shows a login dialog box titled "Ascendance System Administration Login". It features the Ascendance logo on the left, which includes a graduation cap icon. To the right of the logo are two input fields: "User Name" containing the text "SENIORXP" and "Password" containing ten black dots. Below the password field is a checkbox labeled "Remember login details" which is currently unchecked. At the bottom of the dialog are three buttons: "OK", "Cancel", and "Options >>".

Go to File> User Maintenance> Creating New User Account (this function is only enabled for the Schema Owner (ex: SENIORxx profile)).



The **User Maintenance** window will open, and your new account should be visible. Add necessary permissions by clicking a module on the right-hand, **Applications** list, and, while holding the **left** mouse button down, dragging the selected item to the **Users** list on the left-hand side of the screen. Hover over the new user ID and release the left mouse button to “drop” the permission to the ID. Continue this process until all required permissions are applied. As you continue to add permissions, they will each display beneath the user ID

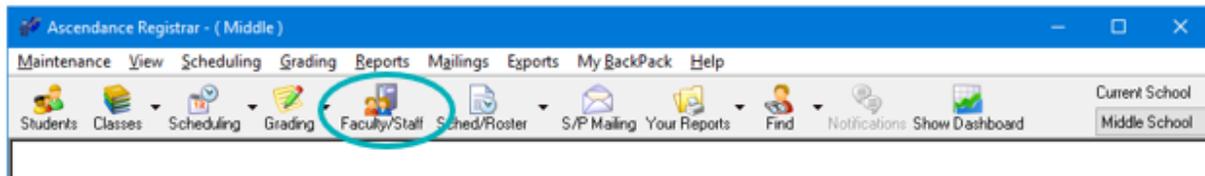


Once all desired permissions are added, click OK to close the **User Maintenance** window. Do not log out of System Administration at this time.

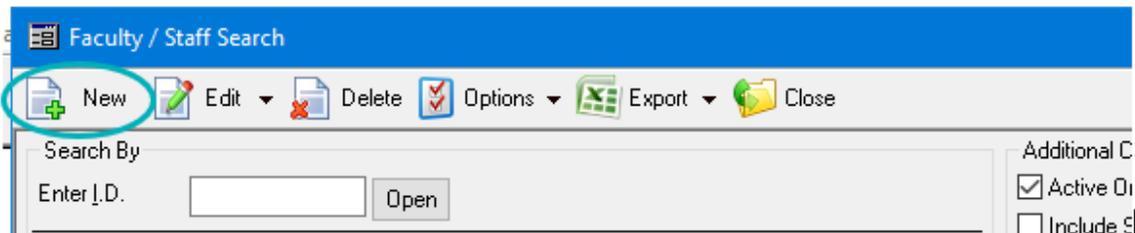
My BackPack permits access using Communities (Parent/Student/Faculty/Constituent/etc.) In order for My BackPack to “know” which Community a user is assigned, there must be a record in the system. Since most Database users are also School Employees, there should be a Faculty record in place.

Create a Faculty Account

Go to Registrar and select the **Faculty/Staff** icon



In the Faculty Search screen, click **New**



The **Faculty/ Staff Maintenance (New)** window will open.

Fill in all Required Information (ID, First Name, Last Name, E-mail) and any other information you would like to complete.

***Email Address information is required. If left blank, the system will not allow the My Backpack account to be created. ***

Click **OK** to save the new Faculty account.

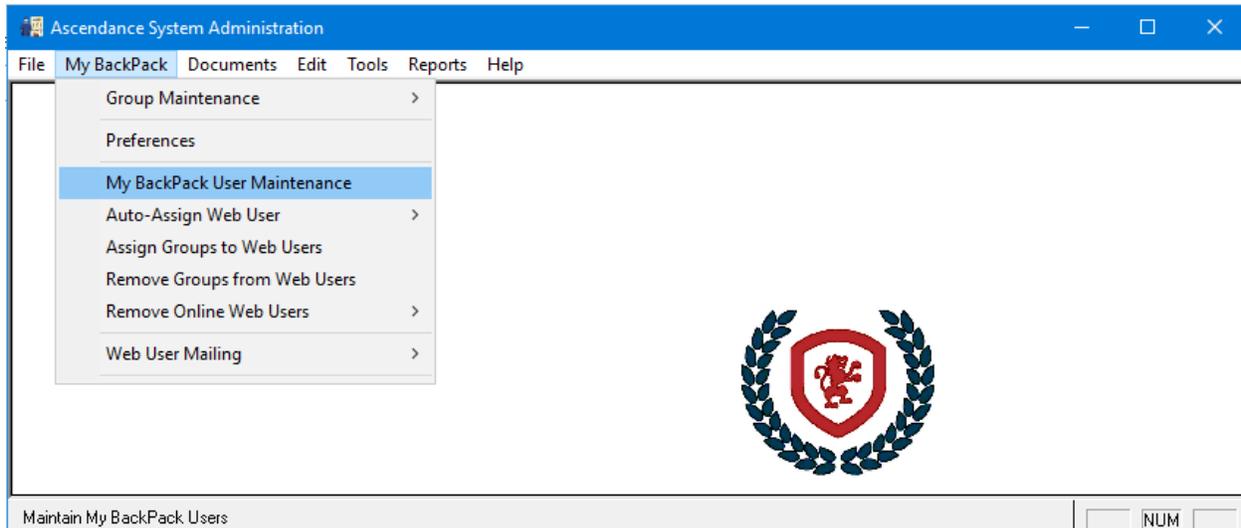
The screenshot shows a software window titled "Faculty / Staff Maintenance - (TEST1:Training Documentation)". The window has a blue header bar and a close button (X) in the top right corner. Below the header is a tabbed interface with tabs for Name, Address, Employment, Education/Cert, Schedule, Advisor Roster, Homeroom Roster, Media, Custom, Comments, and Web ID. The "Name" tab is selected. The form is divided into several sections: "Faculty" (I.D., Title, First, Middle, Last, Suffix), "Spouse" (Title, First, Middle, Last, Suffix), "Information" (Room Number, Internal Tel No, E-Mail, Emergency Contact, Emergency Tel No, Ethnicity, Children Attending), and "Gender" (Gender, DOB, SSN, Allergies, Medications, TB Test Date, Health Form Date). The "Active" and "Display in Directory" checkboxes are checked. The "E-Mail" field contains the text "trainingdoc@email.com". The "OK" button is circled in red. Other buttons include "Cancel", "Delete", "Print", and "Today's Schedule".

Close Registrar

Create the My Backpack User Account

Go back to the System Administration module.

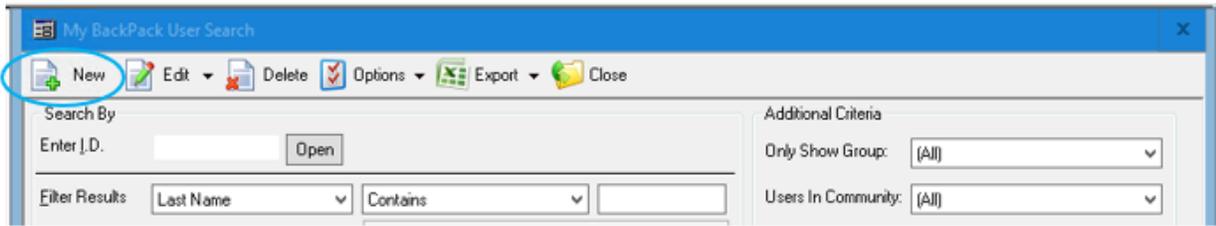
From the main menu, go to My Backpack>My Backpack User Maintenance.



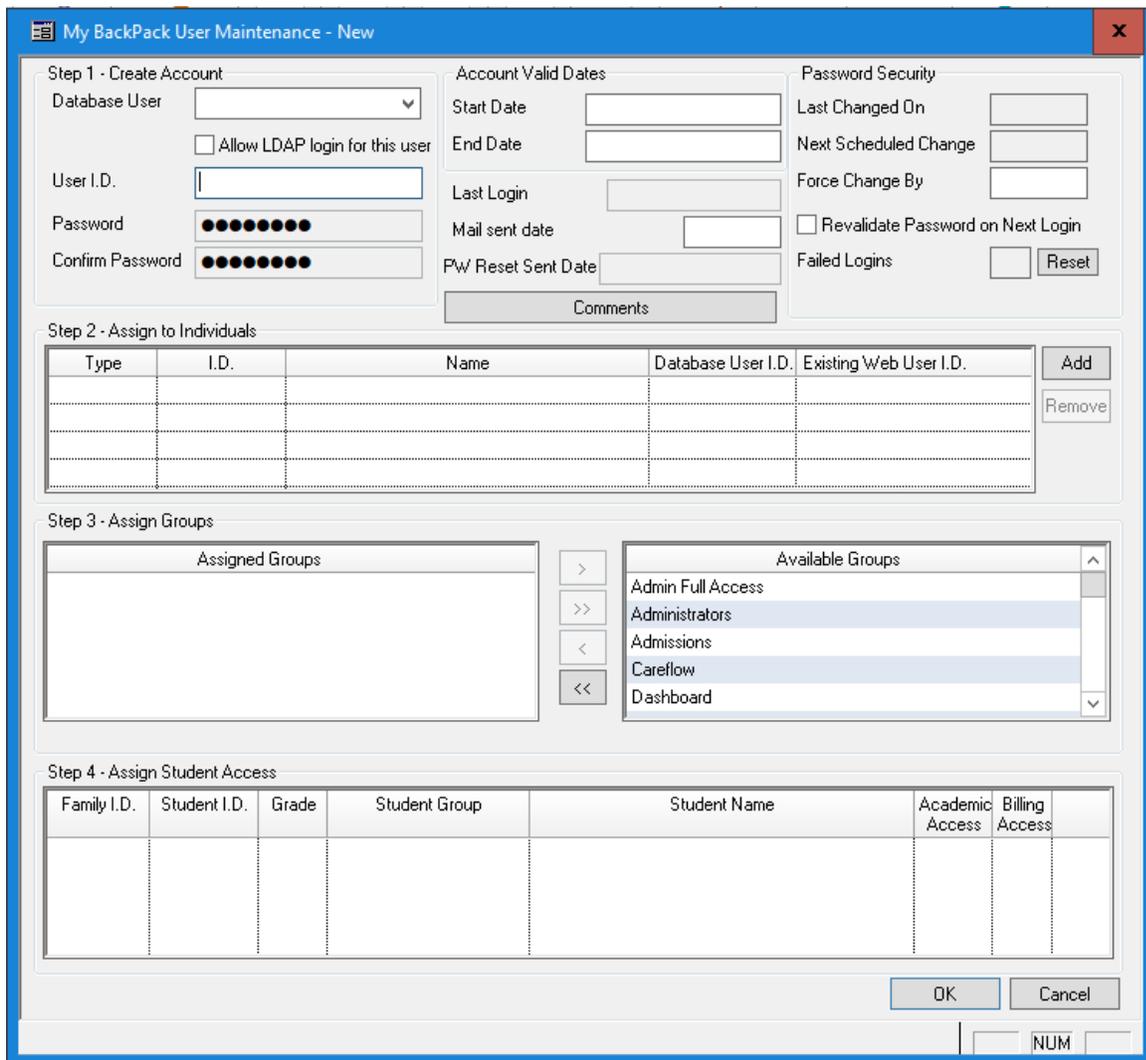
The My Backpack User Search screen will open.

I.D.	Name	Constituents	Faculty	Par	Student	Online	E-Mail (1)	E-Mail (2)	Family ID	Addr. Code	Constituency	Cl
FBNHAMOU	Mrs. Florette Benhamou	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	lbenhamou@hillelhebrev	DocRubens@aol.com	BENH02	P1	Current Parent	
EBRONER	Rabbi Eli Broner	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	elb76@hotmail.com	talbroner@hotmail.com	BRON01	P1	Current Parent	
MACOHEN	Mrs. Maya Cohen	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Dmnc2ny@aol.com	Neilcohen@gmail.com	COHE03	P1	Current Parent	
YFRANKELSU	Mr. Yossie Frankel	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	y.frankel@shalhevet.org	b7frankel@aol.com	FRAN01	P1	Current Parent	
CGARELIC	Ms. Carri Garelick	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	carri.garelick@gmail.com		SENT01	P1	Current Parent	
ZGG	Rabbi Zev Goldberg	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	zevgoldberg@ycc.org	michaAGoldberg@gmail	0001331	P1	Past Parent	
ZHALPERT	Mrs. Ziva Halpert	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	zivacpr@gmail.com	jhalpert@ci.glendale.ca.u	HALP01	P1	Current Parent	
SMAMANHAROSH	Mrs. Sigal Maman Harosh	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Sigal70@hotmail.com		HAR002	P1	Current Parent	
AHENDELES	Mrs. Allison Hendeles	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	alisonhendeles@gmail.co	alex@unsimplystitched.co	HEND01	P1	Current Parent	
YHORWATT	Mrs. Yifat Horwatt	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	yhorwatt@yahoo.com	joshhorwatt@yahoo.com	HORW01	P1	Current Parent	
CIBGUI	Mrs. Cheryl Ibgui	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	cibgui@hillelhebrev.org		IBGU01	P1		
KKOHAN	Mrs. Karin Kohan	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Karin_bensimon@hotmail		KOHA04	P1	Current Parent	
ANEWMAN	Mrs. Alexis Newman	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	lexie111@aol.com	chellounewman@gmail.c	NEWM01	P1	Current Parent	
DORENSHEIN	Mrs. Daphne Orenshein	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	dorenshein@gmail.com	orenshein@gmail.com	OREN01	Z	Past Parent	
DORENSHEIN	Mrs. Daphne Orenshein	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	dorenshein@gmail.com	orenshein@gmail.com	OREN01	P1	Past Parent	
KSIMON	Mrs. Katherine Simon	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	ksimon@hillelhebrev.org	bsimon30@social.tr.com	SIM001	P1	Current Parent	
ZSWIGARD	Rabbi Zachary Swigard	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	zswigard@gmail.com	dev101prt5@aol.com	SWIG01	P1	Current Parent	
Y TSAIDI	Rabbi Yehel Tsaidi	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	ytsaidi@hillelhebrev.org	emunahby@icloud.com	TSAI01	P1	Current Parent	
YWOOOLF	Mrs. Yael Woolf	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	ywoolf@hillelhebrev.org	chaim.woolf@wglfp.com	WOOLF1	P1	Current Parent	
I ZADOK	Mrs. Ilana Zadok	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	izadok@hillelhebrev.org	izadok25@yahoo.com	ZAD001	P1	Current Parent	
JABLIN	Mr. Jason Ablin	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	jablin@hillelhebrev.org	Jablin45@gmail.com				
BABUKASIS	Mrs. Bat El Abukasis	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Babuk.asis@hillelhebrev.	babela2001@yahoo.com				
EALLEN	Ms. Elvise Allen	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	eallen@hillelhebrev.org	elysed66@gmail.com				
JAPPELBA	Ms. Jennifer Appelbaum	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	jappelbaum@hillelhebrev					
LARNOLD	Mrs. Lisa Arnold (Schulman)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	larnold@hillelhebrev.org					

Click **New**.

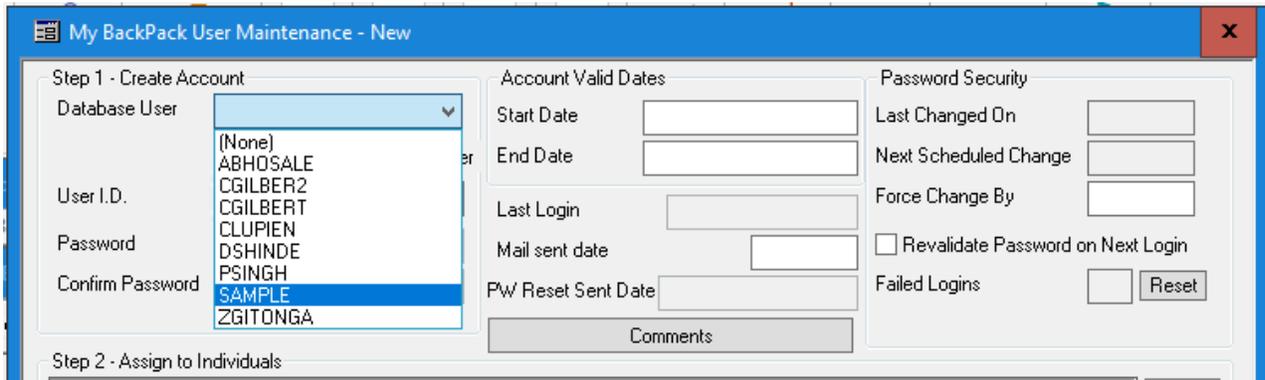


The My Backpack User Maintenance - New window will open.



Step 1 – Create Account

At the top left-hand side of the window, click on the drop-down arrow next to Database User filed and choose the Database User you just set up. This step will automatically populate the Password, User ID, and the LDAP flag, as well as the Last Changed on Date.



My Backpack User Maintenance - New

Step 1 - Create Account

Database User: (None), ABHOSALE, CGILBER2, CGILBERT, CLUPIEN, DSHINDE, PSINGH, **SAMPLE**, ZGITONGA

User I.D.: [Empty]

Password: [Empty]

Confirm Password: [Empty]

Account Valid Dates

Start Date: [Empty]

End Date: [Empty]

Last Login: [Empty]

Mail sent date: [Empty]

PW Reset Sent Date: [Empty]

Password Security

Last Changed On: [Empty]

Next Scheduled Change: [Empty]

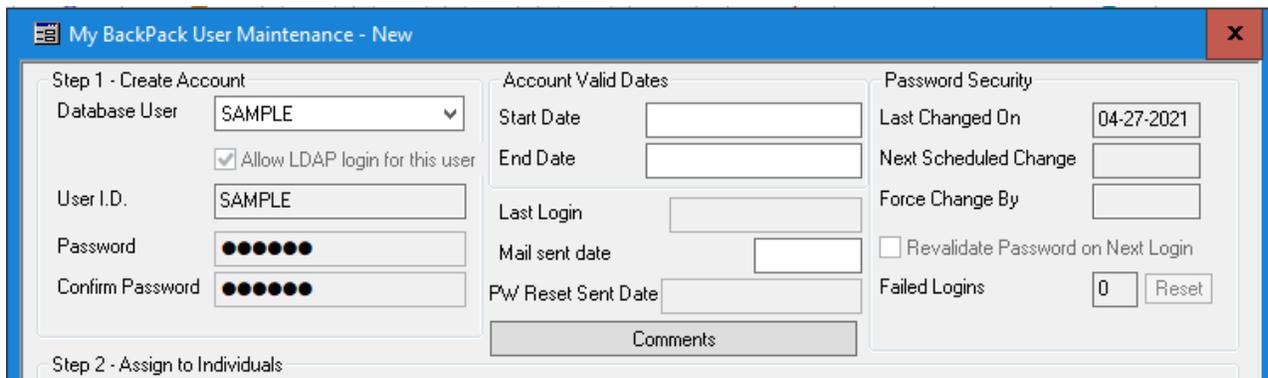
Force Change By: [Empty]

Revalidate Password on Next Login

Failed Logins: [0] [Reset]

Comments: [Empty]

Step 2 - Assign to Individuals



My Backpack User Maintenance - New

Step 1 - Create Account

Database User: **SAMPLE**

Allow LDAP login for this user

User I.D.: **SAMPLE**

Password: [Masked]

Confirm Password: [Masked]

Account Valid Dates

Start Date: [Empty]

End Date: [Empty]

Last Login: [Empty]

Mail sent date: [Empty]

PW Reset Sent Date: [Empty]

Password Security

Last Changed On: **04-27-2021**

Next Scheduled Change: [Empty]

Force Change By: [Empty]

Revalidate Password on Next Login

Failed Logins: **0** [Reset]

Comments: [Empty]

Step 2 - Assign to Individuals

Step 2 – Assign to Individuals

Click **Add**

The screenshot shows the 'My BackPack User Maintenance - New' window. It is divided into three steps. Step 1, 'Create Account', includes fields for Database User (SAMPLE), User I.D. (SAMPLE), Password, and Confirm Password. It also has sections for Account Valid Dates (Start and End Date), Last Login, Mail sent date, and PW Reset Sent Date. The Password Security section includes Last Changed On (04-27-2021), Next Scheduled Change, Force Change By, and Failed Logins (0). Step 2, 'Assign to Individuals', features a table with columns: Type, I.D., Name, Database User I.D., Existing Web User I.D., and an 'Add' button (circled in red). Step 3, 'Assign Groups', is partially visible at the bottom.

Select the Faculty/Staff option in the Search For section and look up the profile that was just created in Registrar.

The screenshot shows the 'Faculty/Staff Search' window. The 'Search For' section has radio buttons for Constituent, Faculty/Staff (selected), Parent, and Student. A search box contains 'DOCUMENT' and is circled in red. The 'Sort By' dropdown is set to 'Last Name'. The 'Sort Order' section has 'Ascending' selected. There are dropdowns for 'Lost / Deceased' (All) and 'Constituent Type' (All). A checkbox for 'Include Web Users' is checked. The search results are displayed in a table with columns: I.D., Name, Department, Web User I.D., and Database. The first row is highlighted in yellow and contains 'TEST1' and 'Training Documentation'. Other rows list various individuals with their names and departments. At the bottom, there is a 'Show Linked Students' button and 'OK' and 'Cancel' buttons (OK is circled in red).

I.D.	Name	Department	Web User I.D.	Database
TEST1	Training Documentation			
MORRA	Mrs. Angela Amanda Edwards	Physical Education / Health	EDWARDSAN	
FINES	Mr. Benjamin Willie Edwards	Physical Education / Health		
JASSO	Mr. Billy Michael Edwards	Physical Education / Health	JASSOC	
THORT	Mr. Carl Anthony Edwards	Business Office	EDWARDSCA	
THORL	Mrs. Danielle Kimberly Edwards	Pre-Elementary		
GREEW	Mr. David Zachary Edwards Jr.	Other		
BRAY	Mr. Gerald Bryan Edwards	Technology	EDWARDSGE	
MARTC	Ms. Janice Martha Edwards	Physical Education / Health	EDWARDSJA	
RAMBR	Ms. Julie Nancy Edwards	Fine Arts		
CONNM	Ms. Kathleen Samantha Edwards	Science		
BROCK	Mrs. Kathy Jennifer Edwards	Physical Education / Health	EDWARDSKA	
THORK	Ms. Martha Gloria Edwards	Elementary School		
DIFFJ	Dr. Olivia Helen Edwards	Math		
CORTP	Mrs. Sara Jean Edwards	Elementary School		

Select the correct Faculty/Staff person and click **OK**.

Step 3 – Assign Groups

This step grants specific access to My BackPack.

Assign the appropriate Group(s) by highlighting an Available Group from the right-hand list and using the left-facing arrow to move the Group to the Assigned Groups list

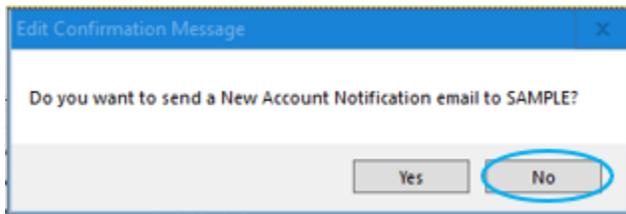
The screenshot shows the 'My BackPack User Maintenance - New' dialog box. It is divided into four steps:

- Step 1 - Create Account:** Includes fields for Database User (SAMPLE), User I.D. (SAMPLE), Password, and Confirm Password. It also has sections for Account Valid Dates (Start Date, End Date, Last Login, Mail sent date, PW Reset Sent Date) and Password Security (Last Changed On: 04-27-2021, Next Scheduled Change, Force Change By, Revalidate Password on Next Login, Failed Logins: 0).
- Step 2 - Assign to Individuals:** A table with columns: Type, I.D., Name, Database User I.D., Existing Web User I.D. One row is highlighted: Faculty/Staff, TEST1, Training Documentation, <none>, <none>.
- Step 3 - Assign Groups:** Features two lists: 'Assigned Groups' (containing 'Faculty Full Access') and 'Available Groups' (containing 'Administration', 'Directories', 'Student Discipline', 'TEST GROUP - FACULTY-SMC', and 'Faculty'). The 'Faculty' group is highlighted in yellow. Navigation arrows (>, >>, <, <<) are between the lists.
- Step 4 - Assign Student Access:** A table with columns: Family I.D., Student I.D., Grade, Student Group, Student Name, Academic Access, Billing Access.

At the bottom right, the 'OK' button is circled in blue, and the 'Cancel' button is also visible. A 'NUM' field is at the bottom center.

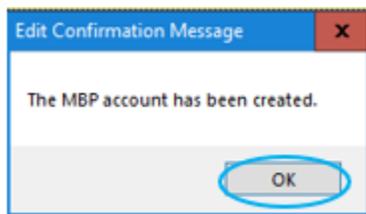
Click **OK** to save the new profile.

A message will appear asking to send a New Account Notification email to the user.



Click **NO**

A New Account Confirmation window will appear.

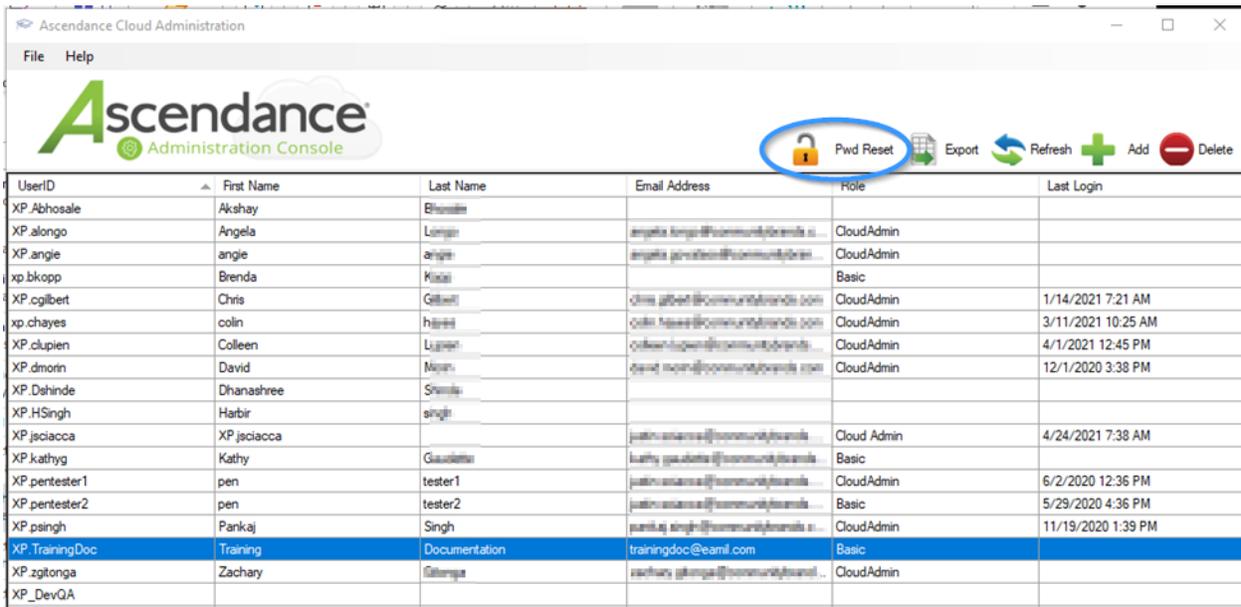


Click **OK** to close the window. Log out of System Administration.

Reset the New Profile Password

Go back to Cloud Administration and highlight the user's row.

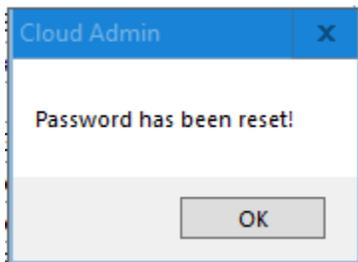
Click **Pwd Reset** at the top.



The screenshot shows the Ascendance Cloud Administration console. At the top, there is a menu bar with 'File' and 'Help'. Below the menu bar is the Ascendance logo and the text 'Administration Console'. To the right of the logo, there are several action buttons: 'Pwd Reset' (with a lock icon), 'Export', 'Refresh', 'Add', and 'Delete'. The 'Pwd Reset' button is circled in blue. Below the buttons is a table with the following columns: UserID, First Name, Last Name, Email Address, Role, and Last Login. The table contains 20 rows of user data. The row for 'XP.TrainingDoc' is highlighted in blue.

UserID	First Name	Last Name	Email Address	Role	Last Login
XP_Abhosale	Akshay	Bhosale			
XP_alongo	Angela	Longo	angela_longo@communitybrands.com	CloudAdmin	
XP_angle	angie	angle	angie_angle@communitybrands.com	CloudAdmin	
xp_bkopp	Brenda	Kopp		Basic	
XP_cglibert	Chris	Gilbert	chris_gilbert@communitybrands.com	CloudAdmin	1/14/2021 7:21 AM
xp_chayes	colin	Hayes	colin_hayes@communitybrands.com	CloudAdmin	3/11/2021 10:25 AM
XP_clupien	Colleen	Lupien	colleen_lupien@communitybrands.com	CloudAdmin	4/1/2021 12:45 PM
XP_dmorin	David	Morin	david_morin@communitybrands.com	CloudAdmin	12/1/2020 3:38 PM
XP_Dshinde	Dhanashree	Shinde			
XP_HSingh	Harbir	Singh			
XP_jsciacca	XP_jsciacca		jpatriasciaccia@communitybrands.com	Cloud Admin	4/24/2021 7:38 AM
XP_kathyg	Kathy	Gauzetta	kathy_gauzetta@communitybrands.com	Basic	
XP_pentester1	pen	tester1	jpatriasciaccia@communitybrands.com	CloudAdmin	6/2/2020 12:36 PM
XP_pentester2	pen	tester2	jpatriasciaccia@communitybrands.com	Basic	5/29/2020 4:36 PM
XP_psingh	Pankaj	Singh	pankaj_singh@communitybrands.com	CloudAdmin	11/19/2020 1:39 PM
XP_TrainingDoc	Training	Documentation	trainingdoc@eamil.com	Basic	
XP_zqitonga	Zachary	Gitonga	zachary_gitonga@communitybrands.com	CloudAdmin	
XP_DevQA					

A confirmation from **Cloud Admin** will appear



Click **OK** to proceed.

Log out of Cloud Admin.

A temporary password email will be sent to the account associated with the new profile once the password has been set, the user will log into the Cloud, any assigned Senior Systems modules AND my BackPack with the new account (in this example, **XP.TrainingDoc**).