



Weduc > Schools > Portal Administration

 Search

Articles in this section 

Adding or changing user Roles

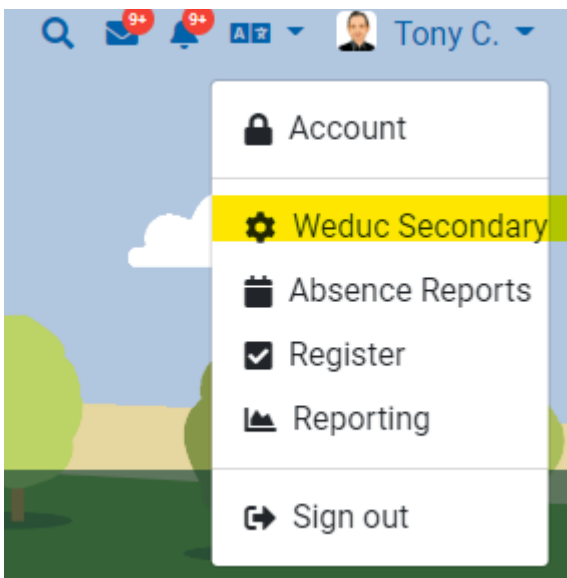


Tony Cartwright

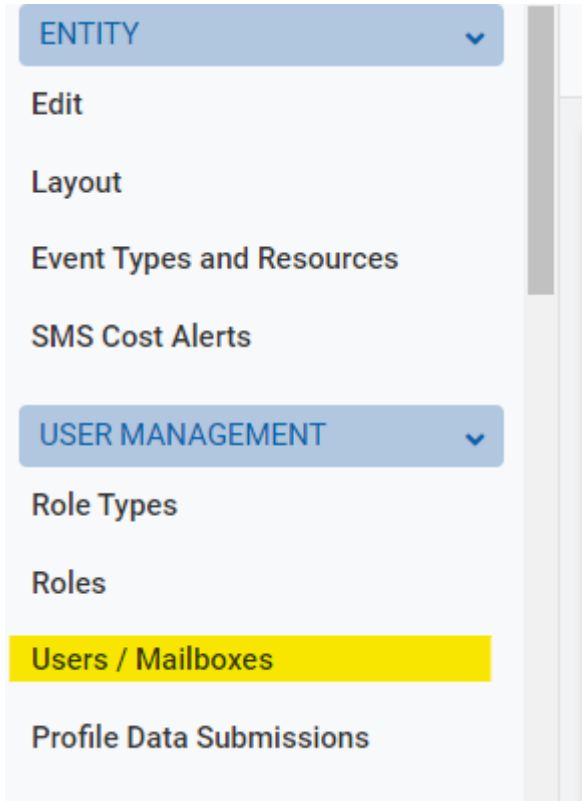
6 minutes ago · Updated

Unfollow

1. Log into Weduc and go to the admin portal by clicking your name and selecting the cog wheel with the name of your school















2. go to the users/mailboxes area under user management in the menu on the left



3. Expand the role where you know the person currently is, in this example, I have chosen the non-teaching staff role

Non-Teaching Staff (96)

ADD USER CREATE MAILBOX ACTIONS Search...

Name	Email	Web	Mobile	Type	Last Login	ACTIONS
 S Abdullah	sims_67d70969-a058-4c05-8877-a8e78d88624d@weduc.example.com (invalid) 	0	0	User		ACTIONS
 A Abell	sims_b6baaab5-b025-45b8-a2d1-47f4c1754a80@weduc.example.com (invalid) 	0	0	User		ACTIONS
 M Anderson	sims_91cbc98c-0853-4139-810b-47b4d928a13a@weduc.example.com (invalid) 	0	0	User		ACTIONS
 Z Ansar	sims_63ff732b-2277-433d-95ac-498849ced0ef@weduc.example.com (invalid) 	0	0	User		ACTIONS
 D Asher	sims_4c242a6c-7af5-4ef8-8c84-502d9d06dad@weduc.example.com (invalid) 	0	0	User		ACTIONS
 M Asif	sims_781ca8ff-a85e-40f8-bbd5-50e6700c706c@weduc.example.com (invalid) 	0	0	User		ACTIONS

4. for the user you want to make changes to click the actions button to the right of their name, then click Edit Roles

Head Teacher (1)

Learning Support Staff (0)

Non-Teaching Staff (95)

ADD USER CREATE MAILBOX ACTIONS

Name	Email	Web	Mobile	Type
S Abdullah	sims_67d70969-a058-4c05-8877-a9e78d88624d@weduc.example.com (invalid)	0	0	User
A Abell	sims_b6baaab5-b025-45b8-a2d1-47f4c1754a80@weduc.example.com (invalid)	0	0	User
M Anderson	sims_91cbc98c-0853-4139-810b-47b4d928a13a@weduc.example.com (invalid)	0	0	User

Impersonate

Edit

Edit Roles

Disable

Delete

Enrol

Edit Relationships

Generate SARS Request

ACTIONS

5. This member of staff has a child at the school so we need to add the parent carer role

< Entity Management / Users / Mailboxes / M Anderson

Edit Roles

BACK

Role	Role Type	
Attendance Mailbox	System Administrator	ADD ROLE
Connector Administrator	System Administrator	ADD ROLE
Governor	Governor	ADD ROLE
Guest	Guest	ADD ROLE
Head Teacher	Head Teacher	ADD ROLE
Learning Support Staff	Learning Support Staff	ADD ROLE
Non-Teaching Staff	Non-Teaching Staff	
Office Mailbox	System Administrator	ADD ROLE
Office Payments Administrator	Guest	ADD ROLE
Parent / Carer	Parent / Carer	ADD ROLE
Relative	Relative	ADD ROLE
Senior Leadership Team Member	Senior Leadership Team Member	ADD ROLE

6. Now the role has been added, unwanted roles may be removed, in this case we are leaving both roles added.

Entity Management / Users / Mailboxes / M Anderson

Edit Roles

BACK

Role	Role Type	
Attendance Mailbox	System Administrator	ADD ROLE
Connector Administrator	System Administrator	ADD ROLE
Governor	Governor	ADD ROLE
Guest	Guest	ADD ROLE
Head Teacher	Head Teacher	ADD ROLE
Learning Support Staff	Learning Support Staff	ADD ROLE
Non-Teaching Staff	Non-Teaching Staff	REMOVE ROLE
Office Mailbox	System Administrator	ADD ROLE
Office Payments Administrator	Guest	ADD ROLE
Parent / Carer	Parent / Carer	REMOVE ROLE
Relative	Relative	ADD ROLE
Senior Leadership Team Member	Senior Leadership Team Member	ADD ROLE

7. Click the back button to complete the process, there is no save as confirmation has already been done.

Entity Management / Users / Mailboxes / M Anderson

Edit Roles

BACK

Role
Attendance Mailbox
Connector Administrator



Was this article helpful?

Yes

No

0 out of 0 found this helpful

[Return to top](#) ^

Comments

0 comments

Article is closed for comments.

Weduc

 [Powered by Zendesk](#)