



Web Portal

User Manual



Table of Contents

1	OVERVIEW	1
2	USING THE MANUAL	1
3	LOGGING IN AND UPDATING YOUR SECURITY PROFILE.....	2
4	INFORMATION CENTER AND SELECTING A PROGRAM	6
5	ADDING NEW USERS.....	8
6	ADDING A PROGRAM TO A GROUP OF USERS	14
7	SEARCHING AND EDITING EXISTING USERS.....	22
8	CHANGING YOUR PASSWORD AND UPDATING YOUR ACCOUNT	36
9	UNLOCKING USERS	41
10	ADDING MESSAGES, WEBSITE LINKS, AND DOCUMENTS (PORTAL ADMINISTRATORS ONLY)	46
11	EMAILING USERS.....	50
12	LOGGING OUT	55

1 Overview

The web portal application allows users to log in one time and access multiple websites. The portal information available to the user depends on the permissions granted the user. Web portal permissions are associated with roles, which are assigned when new users are added to the portal. New users are also assigned specific projects and programs, which allow you to control the information the user can access when they log in. In addition, you can specify the enrollment information the user can access, such as specific districts / systems, and schools.

Typically, state users can create and edit district / system and school users and manage their own accounts. District / system users can create and edit school users and manage their own accounts, while school users can only manage their own accounts.

2 Using the Manual

This manual describes the features and functionality of the web portal. This manual is organized by tasks. Detailed, step-by-step instructions are provided to complete each task. Screenshots provide a visual point of reference. Notes and tips are used throughout the manual to convey helpful user hints. Click on any of the manual's hyperlinks in the Table of Contents and it will take you to that section of the manual. Other hyperlinks found throughout the manual are underlined and displayed in blue. When a hyperlink is clicked, it connects you to that section of the manual.

What You Will Learn

After reading the following sections of this manual, you will be able to:

- √ Log in
- √ Update security profile
- √ View pertinent messages and documents and access related websites
- √ Select a program
- √ Add a new user
- √ Add a program to multiple users
- √ Edit a user
- √ Search for a user
- √ Filter users by program or by those locked out of the portal
- √ Update your user account and change password
- √ Unlock a user
- √ Add and delete messages, website links, and documents
- √ Send an email to other portal users
- √ Log out

NOTE: In order for the web portal application to perform properly, you must have an Internet security setting of no more than medium and disable pop-up blockers.

DISCLAIMER – For illustration purposes, the functions described in this manual represent the highest level of user ability. If you do not see or cannot perform a task described in this manual, it is because you do not have permission to do so.

3 Logging In and Updating your Security Profile

Each authorized user is given a unique username and password that provides access to the secure web portal. Your username and password are associated with projects, enrollments, programs, and roles. This limits the areas and functions you can perform to those that pertain specifically to your login. Therefore, you see only those projects, enrollments, programs, and roles available to you.

When you log in for the first time, you are asked to verify and update or complete your security profile. Your security profile is used by MI in identifying you if your password is forgotten or misplaced.

1. Open your Internet browser, such as Internet Explorer.
2. When your browser opens, enter <https://state2.measinc.com/wp/> in the address text box and click **Go** or **Enter**.
3. Enter your **Username** and **Password** and click **Sign-in** or press **Enter**. If you have questions or need assistance, click **Help** for the call center phone number and email address. You can also open and download help documents from this location.

The screenshot shows the 'Web Portal Sign In' page. At the top is a dark blue header with a lock icon and the text 'Web Portal Sign In'. Below this is the MI logo (a stylized 'MI' and a pen nib icon). To the right of the logo is a sign-in form with fields for 'Username' (containing 'YourUserName') and 'Password' (containing '*****'). Below the password field is a 'Remember me' checkbox which is checked. A blue 'Sign-in' button is at the bottom of the form. A red bracket on the right side of the form points to the username and password fields with the text 'Enter your username and password here and click sign-in.' Below the form, there are two links: 'Forgot Password' and 'Help'. A red callout box points to the 'Help' link with the text 'Contact number if you need assistance.' To the right of these links, text reads: 'If you have trouble logging in, contact the Measurement Incorporated call center at 1-877-315-2656'. A red arrow points from the 'Sign-in' button towards the bottom right.

Web Portal Sign In

There is no user in the database with the username Joe Smith

MI

Username: Joe Smith

Password:

☒ Remember me

Sign-in

- [Forgot Password](#)
- [Help](#)

If you have trouble logging in, contact the Measurement Incorporated call center at 1-877-315-2656

A message alerts you if you entered an invalid username or password. Verify your username and password and reenter them.

Web Portal Sign In

Your account has been locked out. You will NOT be able to login until you contact a site administrator and have your account unlocked.

MI

Username: YourUserName

Password:

☒ Remember me

Sign-in

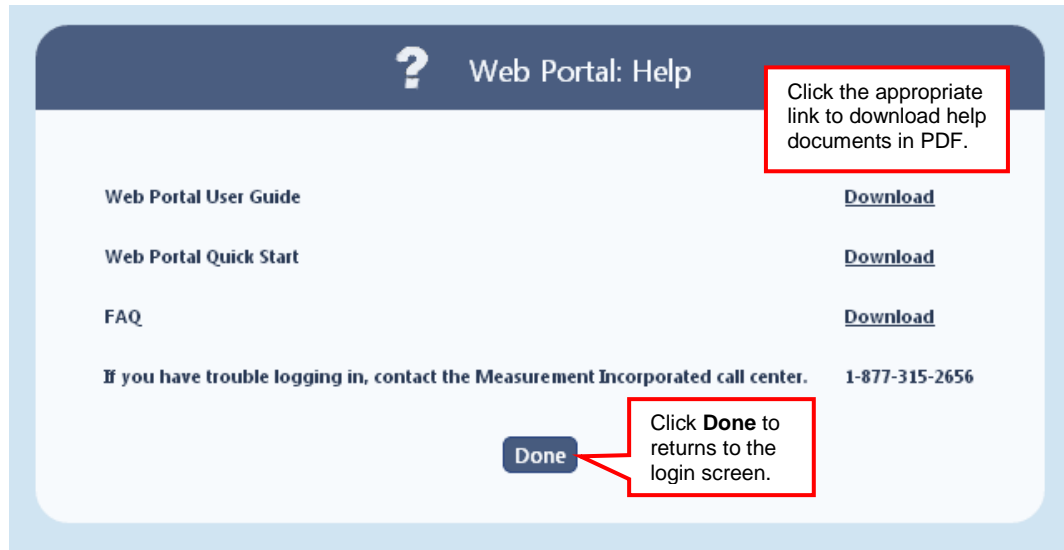
- [Forgot Password](#)
- [Help](#)

If you have trouble logging in, contact the Measurement Incorporated call center at 1-877-315-2656

A message alerts you when you entered an invalid password five times and you are locked out of the system, or when your account is disabled. Contact the number on your help screen to unlock your account.

<p>TIP</p>	<p>Please be sure you are entering the correct username and password. Usernames are 3 – 16 in length, are <u>not</u> case sensitive, and can contain any combination of letters, numbers, hyphens, and underscore. Usernames <u>cannot</u> contain any spaces. Passwords are 6 – 18 characters in length, are case sensitive, and can contain any combination of letters, numbers, hyphens, and underscore. The password cannot be the same as the username.</p>
<p>TIP</p>	<p>You have five chances to enter the correct username and password before you are locked out of the application. Once locked out, contact either Measurement Incorporated Call Center between the hours of 8:30 AM and 5:00 PM EST/EDT, Monday through Friday or the individual who created your login account. Request your valid username and have your password reset, if necessary, so you can log in successfully.</p>

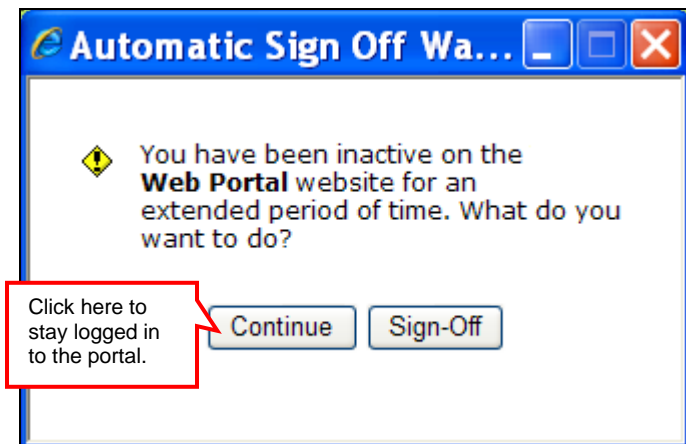
Example of **Help** screen that contains call center contact information:



TIP

If you have trouble logging in, please contact the Measurement Incorporated Call Center between the hours of 8:30 AM and 5:00 PM EST/EDT, Monday through Friday.

If the portal has been inactive for more than 20 minutes, a message is displayed:



This screen is a pop-up window. If you have your pop-up blocker enabled, you will not see this pop-up and will be logged out immediately after 20 minutes of inactivity. Click **Continue** or **X** to remain on the web portal, or click **Sign-Off** to exit the web portal.

This message is displayed for two minutes. After two minutes, the web portal session is automatically closed.

If you do not click **Continue** or **X**, you are logged out after two minutes and must log in again to continue.

The screenshot shows the 'Web Portal Sign In' page. At the top, a red message states: 'Your session expired, you must sign in to continue.' A red callout box points to this message with the text: 'A message alerts you when your session expires and you need to log in again.' Below the message is the MI logo. To the right of the logo is a login form with fields for 'Username:' (containing 'YourUserName') and 'Password:', a 'Remember me' checkbox which is checked, and a 'Sign-in' button. Below the login form are links for 'Forgot Password' and 'Help'. To the right of these links is a note: 'If you have trouble logging in, contact the Measurement Incorporated call center at 1-877-315-2656'.

The first time you log in, a security profile appears that will assist us in identifying you if your password is forgotten or misplaced. This screen is not displayed for return users.

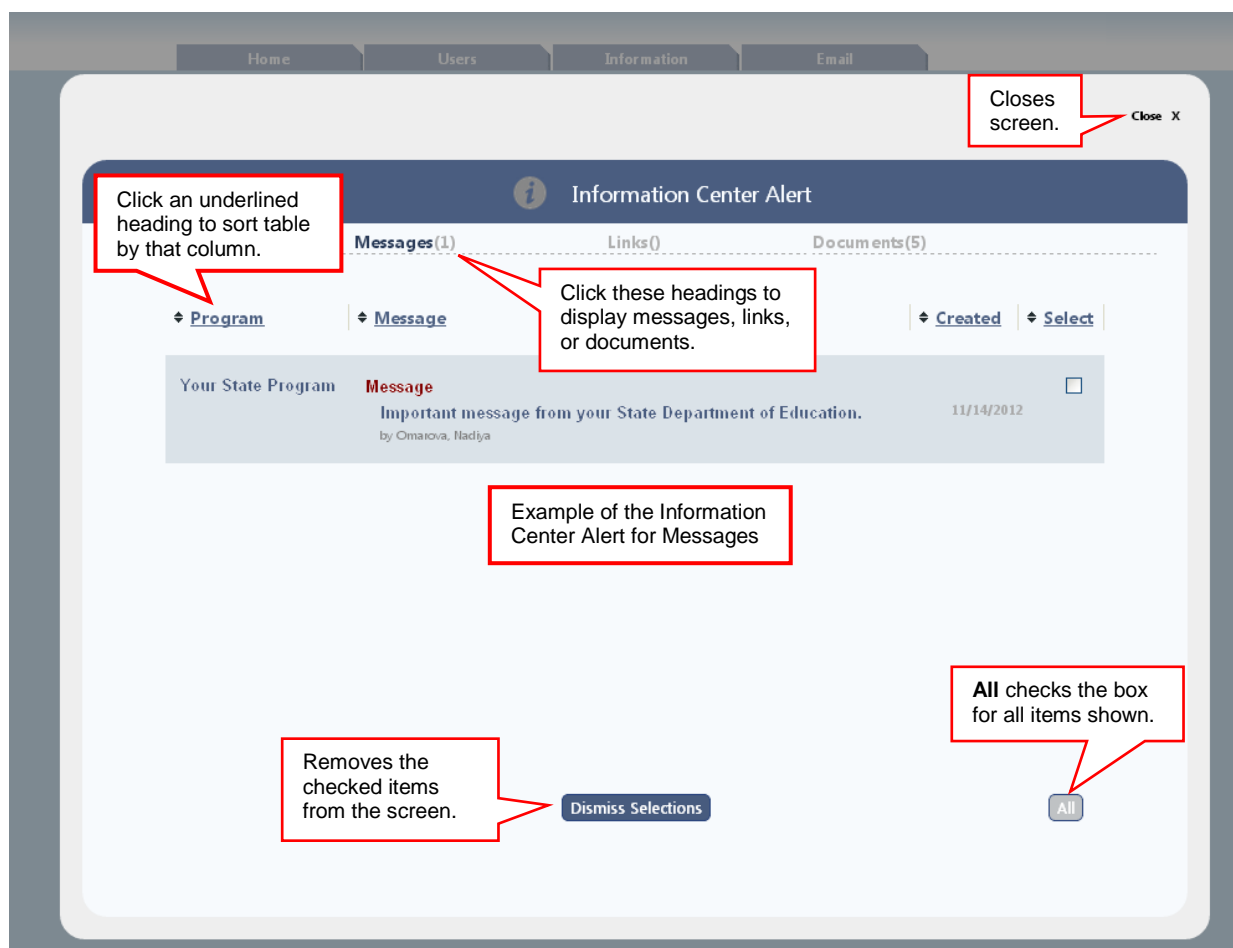
4. Enter or confirm the name and email address associated with your login. Select the security question from the drop-down list and enter the security answer. All fields are required and must be completed before continuing.
5. Click **Continue**.

The screenshot shows the 'Security Profile' page. At the top, it says 'Mary Jones is signed on.' with links for 'Sign Out', 'My Account', and 'Help'. Below this is an 'IMPORTANT NOTE' explaining that this page appears only once to help identify the user if their password is forgotten. The main form has the following fields: 'First Name' (Mary), 'Last Name' (Jones), 'Email' (mjones@mystate.gov), 'Confirm Email' (mjones@mystate.gov), 'Security Question' (a dropdown menu with 'What is the name of your favorite childhood friend?' selected), and 'Security Answer' (an empty text field). A red callout box points to the 'Security Question' dropdown with the text: 'Select the security question to answer from this drop-down list.' Another red callout box points to the 'Continue' button with the text: 'Verify or complete the required profile information.' A red asterisk and the text '* Required Field' are at the bottom right of the form.

4 Information Center and Selecting a Program

The Information Center Alert is activated when new important messages, website links, and documents are posted, and is the first screen displayed after log in. Until these items are dismissed, the alert will continue to be displayed after sign-on. Dismissed items can always be viewed by clicking the Information tab.

1. Click the heading for **Messages**, **Links**, or **Documents** to view the contents of that page. The adjacent number in parentheses indicates the number of non-dismissed items available for review.
2. Once the information has been viewed or downloaded, it can be dismissed from the alert list. Check the *Select* box for an individual item or click **All** to select all items for dismissal. The items marked for dismissal are highlighted.
3. Click **Dismiss Selections** to remove the selected item/s.
4. Click **Close** or **X** to close this screen.



TIP

All information displayed on the Alert screen, even previously dismissed information, is always available by clicking the Information tab.

TIP

The folder tabs and the links in the title bar (Sign-out, My Account, and Help) are disabled until you close this screen.

If you have not bypassed the *My Programs* screen during your account setup, then this is the next screen to appear. Your login information determines which programs are available to you.

5. Click the link for your program.

The screenshot shows the 'My Programs' screen in the Web Portal. At the top, there's a navigation bar with 'Home', 'Users', and 'Information' tabs. Below this is a header for 'My Programs'. A table lists three programs: 'My Programs 123', 'My Programs ABC', and 'My Programs XYZ'. Each row has columns for 'Start Date' and 'End Date'. Callouts point to specific elements: one points to the 'My Programs 123' link, another points to the underlined 'Start Date' header, and a third points to the 'Info' icon in the 'My Programs 123' row.

Click the appropriate program link.

Click an underlined heading to sort table by that column.

Click here to change your settings and bypass this screen for future logins.

Programs	Start Date	End Date	Info
My Programs 123	2012 February 29	2012 March 26	
My Programs ABC	2012 March 09	2012 March 26	
My Programs XYZ	2012 March 12	2016 December 02	

All data from this point forward is specific to the program you selected.

TIP

If you always work on the same program, it may be useful to bypass the *My Programs* screen. To do this, click the **My Account** link and in the "Bypass My Programs Page" section, click the radio button next to your program. All subsequent logins will go directly to your program and the above screen will not appear. Even when the *My Programs* screen is bypassed, you can still navigate to this screen by clicking the *My Programs* link in the top menu.

TIP

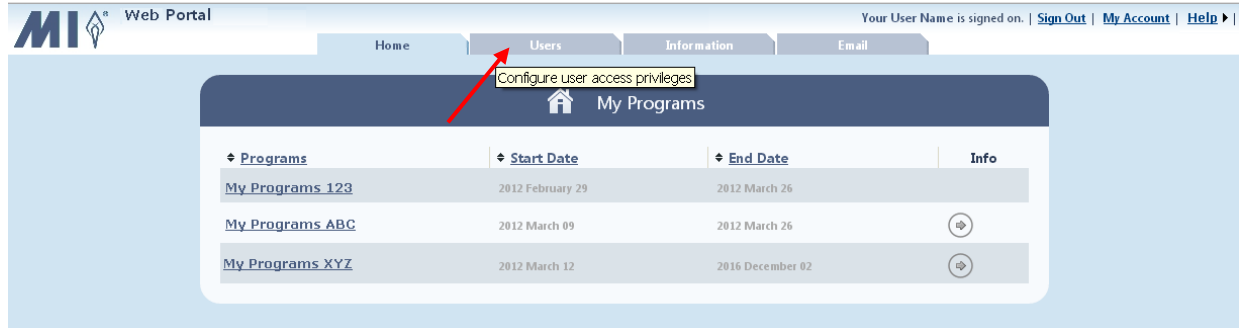
Click  to view all program specific messages, downloaded files, and website links.

TIP

To change the sort order of a table, click an underlined column heading once to sort the table using that column's data in ascending order (A to Z). Click the same column heading again to sort the column in descending order (Z to A,). If you click a new heading, the table is sorted by the new column heading you selected.


5 Adding New Users

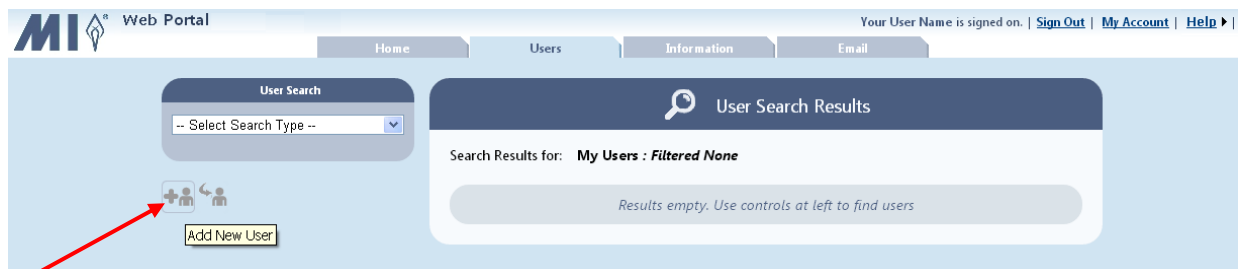
1. Click the **Users** tab.



TIP

If you do not see the User tab, it is because you do not have permission to perform these activities. Within the User tab, you will only be able to add, edit, or remove projects, enrollments, programs, and roles associated with your login permissions.

2. Click  to open the Add New User wizard.



TIP

*Click the **Home** tab to return to the My Programs screen.*

3. **Step 1 - Sign-On:** Enter the username and either enter and confirm a password or click **Create password for me** to auto generate a password. All fields are required and must be completed before continuing. Click **Next**.

The screenshot shows the 'Web Portal' interface with a navigation bar (Home, Users, Information, Email) and a user status bar ('Your User Name is signed on: | Sign Out | My Account | Help'). The main content area is titled 'Add new user' and features a progress bar with four steps: Sign-On (1), Profile (2), Projects (3), and Enrollments (4). Below the progress bar, there is a section for 'Enter login information that this user will use to access web portal'. This section includes three input fields: 'User name: MaryJones', 'Password: *****', and 'Retype Password: *****'. A 'Create password for me' button is located below the password fields. A red box with an arrow points to this button, containing the text: 'Click here to have password automatically generated.' Another red box with an arrow points to the 'Next' button, containing the text: 'Click [copy icon] to copy username or password, and then OK to close message.' A third red box with an arrow points to the 'Next' button, containing the text: 'Click [copy icon] to copy username or password, and then OK to close message.' A small dialog box titled 'The page at web32serv says:' is open, showing 'Copied text to clipboard: MaryJones' and an 'OK' button.

TIP

*Username*s are 3 – 16 in length, are not case sensitive, and can contain any combination of letters, numbers, hyphens, and underscore. *Username*s cannot contain any spaces. Passwords are 6 – 18 characters in length, are case sensitive, and can contain any combination of letters, numbers, hyphens, and underscore. The password cannot be the same as the username.

TIP

Please click [copy icon] to copy the username and password so you can paste in another location for future reference, such as a spreadsheet. This is especially important for an automatically generated password since it is randomly generated and has no special meaning or association to the user. Automatically generated passwords are **NOT** automatically populated during sign-on. The user must remember and manually enter the password.

4. Step 2 - Profile: Enter the new user information, and click **Next**.

NOTE The ID field is for the user state ID number, not for social security numbers (SSN).

The screenshot shows the 'Add new user' web portal. The 'Profile' step is highlighted in the progress bar. The form contains the following fields:

- * First Name:
- * Last Name:
- Middle Initial:
- * Email:
- ID:
- Phone 1:
- Phone 2:
- Phone 3:

A red box highlights the profile fields with the text: "Enter as much information as possible in the profile fields." A red arrow points to the 'Next' button.

TIP Profile information can be updated for this user from the Edit User screen.

5. Step 3 - Projects: Check the box next to each project this user can access, and click **Next**.

The screenshot shows the 'Add new user' web portal. The 'Projects' step is highlighted in the progress bar. The form contains the following fields:

- Select projects that this user is associated with:
- My Project 123 ☒
- My Project ABC ☒

A red box highlights the project selection area with the text: "Check all the boxes that apply to this user." A red arrow points to the 'Next' button.

TIP The user will be able to access only the projects that are checked. Projects can be updated for this user from the Edit User screen.

6. **Step 4 - Enrollments:** Select the location, district / system, and/or school from the dropdown lists, and click **Next**.

TIP

Only one enrollment can be added when adding a new user. However, additional enrollments can be added or current enrollments can be updated for this user from the Edit User screen. The enrollment process must be repeated for each additional school linked to the user. There is no limit on the number of enrollments associated with a user.

TIP

The location of "Private" should only be used for private schools and applies to district / system AND school level users. "District / system" applies only to district / system level users since a specific school is not associated with this location, while "School" applies to school level users since school users need to be associated with their specific school.

TIP

Private will not be available if you selected "District / system" or "School" as location and public institutions will not be available if you selected "Private" as the location type.

7. **Step 5 - Programs:** Check the box next to each program this user can access, and click **Next**.

MI Web Portal

Home Users Information Email

Your User Name is signed on. | [Sign Out](#) | [My Account](#) | [Help](#) ▶

Add new user

Sign-On Profile Projects Enrollments **Programs** Roles Confirmation

1 2 3 4 5 6 7

Select programs that this user will use. This can be modified later on the "Edit User" screen

My Programs 123	<input checked="" type="checkbox"/>
My Programs ABC	<input checked="" type="checkbox"/>
My Programs XYZ	<input type="checkbox"/>

Back Next

TIP Programs can be updated for this user from the Edit User screen.

8. **Step 6 - Roles:** Select the role for this user for each program from the dropdown list/s, and click **Add User**.

MI Web Portal

Home Users Information Email

Your User Name is signed on. | [Sign Out](#) | [My Account](#) | [Help](#) ▶

Add new user

Sign-On Profile Projects Enrollments Programs **Roles** Confirmation

1 2 3 4 5 6 7

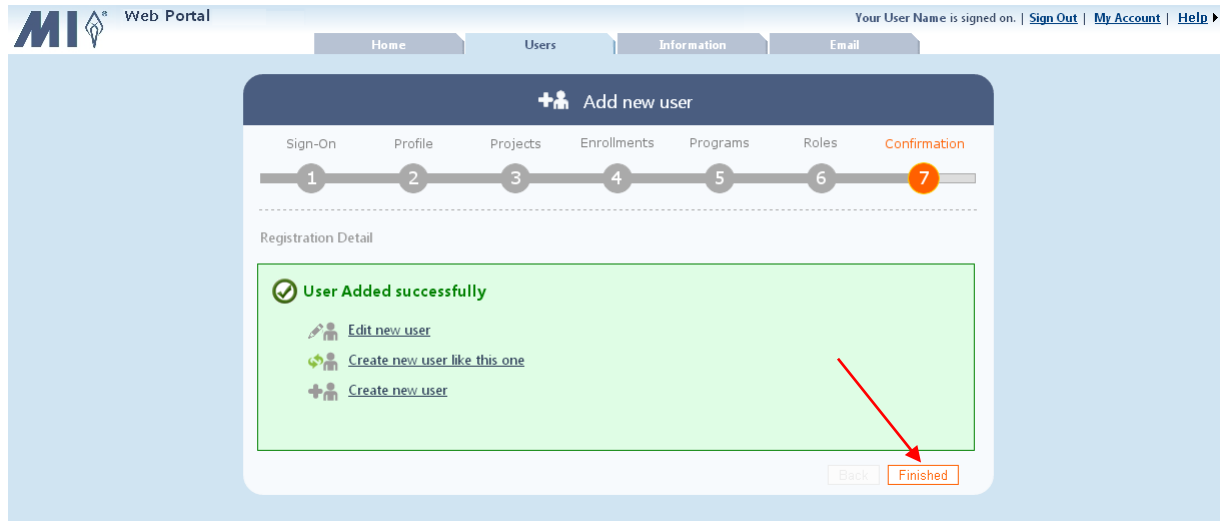
Grant a role to this user for each program. This can be modified later on the "Edit User" screen

My Programs 123	STProgram123_SchoolUser
My Programs ABC	STReportingTeacherAdmin

Back Add User

TIP Please use care when selecting the program roles since many roles have very similar titles. Roles can be updated for this user from the Edit User screen.

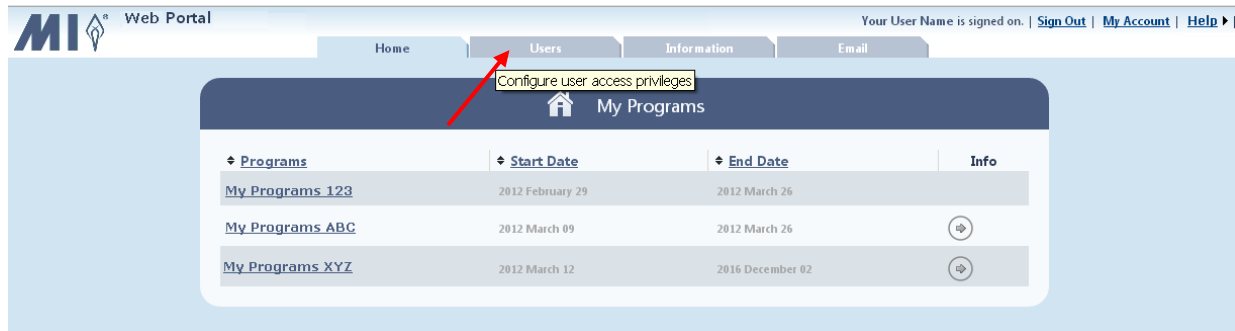
9. **Step 7 - Confirmation:** The new user is added to the *Web Portal*, as indicated by the message. Select one of the following:
- [Edit new user](#): To include new enrollments or to update user with the latest user profile, project, program, and role information.
 - [Create new user like this one](#): To copy current user's project, enrollment, program, and role information with ability to add unique sign-on and profile information.
 - [Create a new user](#): To create another user, and select or enter all user information.
 - **Finished**: To exit the *Add New User* wizard.



6 Adding a Program to a Group of Users

To improve efficiency, a program can be added to many users at once.

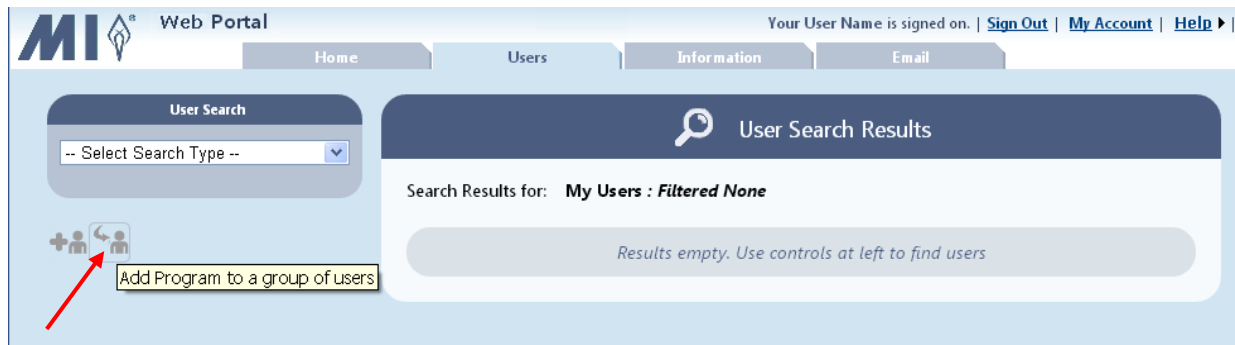
1. Click the **Users** tab.



TIP

If you do not see the User tab, it is because you do not have permission to perform these activities. Within the User tab, you will only be able to add, edit, or remove projects, enrollments, programs, and roles associated with your login permissions.

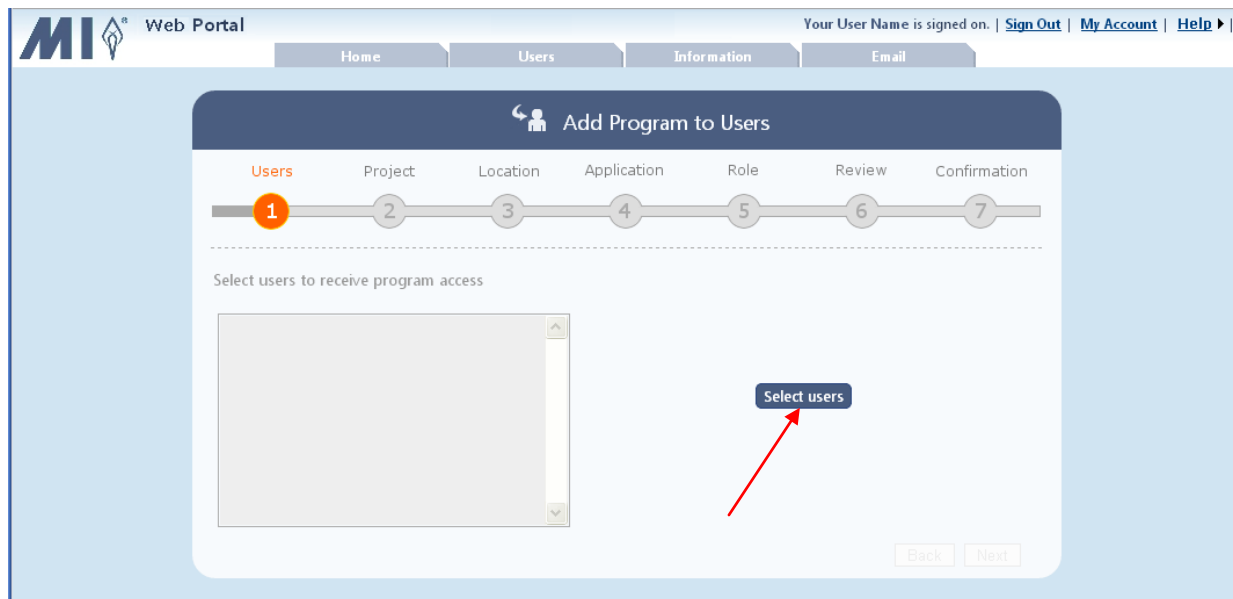
2. Click  to open the *Add Program to Group* wizard.



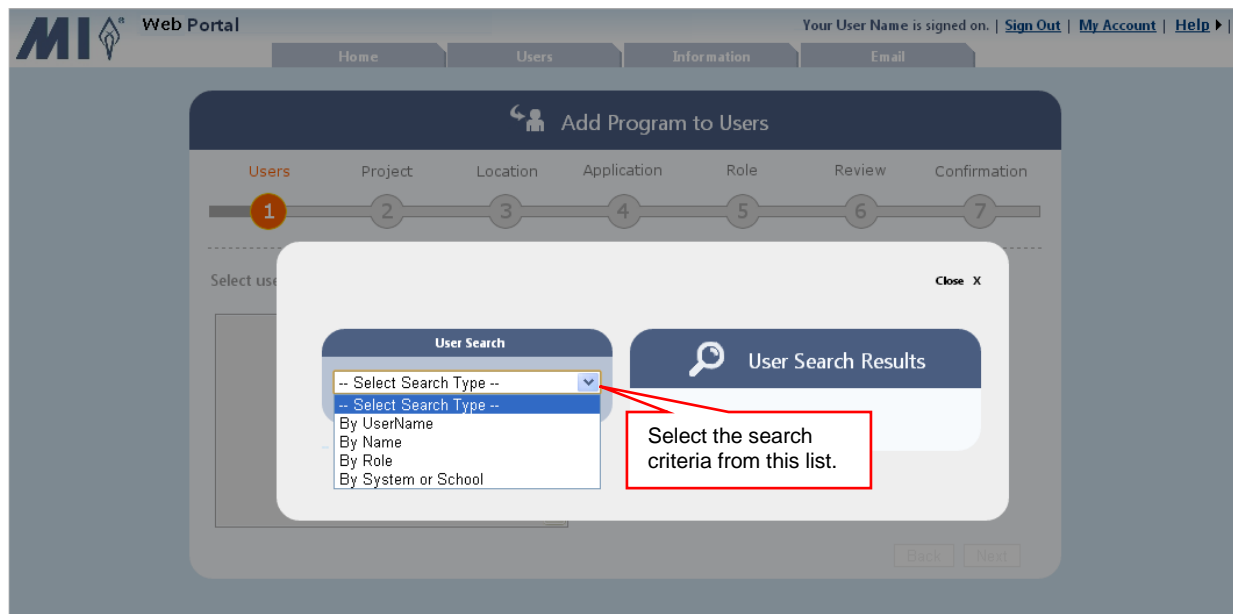
TIP

*Click the **Home** tab to return to the My Programs screen.*

3. Step 1 - Users: Click **Select Users**.



4. Select the search type from the drop-down list. You can search by username, name, role, or district / system or school.



5. If you elected to search by:

- Username – enter the complete username in the text box, and click **Search**.
- Name – enter the complete first and last name, or just the complete first or last name in the text boxes, and click **Search**.
- Role – select the role from the drop-down list. The search results are automatically displayed for the selected role.
- District / System or School – select the project, location, district / system, and school from the drop-down lists. The search results are automatically displayed for the selected district / system or school.

Web Portal

Your User Name is signed on. | [Sign Out](#) | [My Account](#) | [Help](#)

Home Users Information Email

Close X

User Search

By Name

First Name:

Last Name: Mills

Search

Filter: -- Select Filter --

User Search Results

Search Results for: Last name = Mills

Last	First	Email	Enabled	Select
Mills	Wilma	WMills@mystate.gov	✓	<input type="checkbox"/>
Mills	Rebecca	rmills@mystate.gov	✓	<input type="checkbox"/>

Save Selections All

You must click **Search** if your criteria is username or name.

TIP

You must enter a complete username or complete user first and/or last name to find a match.

The results matching your search criteria are displayed. If there are too many matches, you have the option to filter the results by program type or by locked out users.

6. To reduce the number of search results to only a certain program or to locked-out users, select the filter from the *Filter* drop-down list. If you select the filter type “by program”, you also must select the specific program.

The search results are now limited to those that meet your search and filter criteria.

7. You can either check the box next to individual users or click **All** to select all displayed users to add to the program. Clicking **All** again removes all of the checkmarks.

8. Click **Save Selection**.

The screenshot shows the 'User Search Results' page. On the left is a 'User Search' sidebar with fields for 'By Name' (dropdown), 'First Name', 'Last Name' (with 'Mills' entered), a 'Search' button, a 'Filter' dropdown (set to 'By Program'), and a 'Filtering Program' dropdown (set to 'My Program 123'). The main area displays 'Search results for: Last name = Mills : Filtered [By Program] > My Programs 123'. Below this is a table with columns: Last, First, Email, Enabled, and Select. Two users are listed: Wilma Mills (WMills@mystate.gov) and Rebecca Mills (rmills@mystate.gov). Both have green checkmarks in the 'Enabled' column and checkboxes in the 'Select' column. At the bottom are buttons for 'Save Selections' and 'All'. Annotations with red boxes and arrows point to various elements: 'Click an underlined heading to sort table by that column.' points to the 'Last' column header; 'Search and filter criteria used are listed.' points to the search results text; 'Select optional filters to limit search results.' points to the filter dropdowns; 'Check this box to add user to program.' points to the 'Select' checkbox; 'Click here to send an email to all users displayed.' points to the 'All' button.

TIP

To change the sort order of a table, click an underlined column heading once to sort the table using that column's data in ascending order (A to Z). Click the same column heading again to sort the column in descending order (Z to A,). If you click a new heading, the table is sorted by the new column heading you selected.

9. Click **Next** to move to step 2.

The screenshot shows the 'Add Program to Users' web portal interface. At the top, there is a navigation bar with 'Home', 'Users', 'Information', and 'Email' tabs. Below the navigation bar, a progress bar indicates seven steps: 1. Users (highlighted in orange), 2. Project, 3. Location, 4. Application, 5. Role, 6. Review, and 7. Confirmation. The main content area is titled 'Add Program to Users' and contains a section for 'Select users to receive program access'. This section includes a table with the following data:

Users receiving program access:	
Name:	Mills
Filter:	By Program
Filtering Program:	My Program 123

Below the table is a 'Select users' button. At the bottom right of the main content area, there are 'Back' and 'Next' buttons. A red arrow points to the 'Next' button.

10. Step 2 - Project: Click the radio button next to the project the new program is in, and click **Next**.

The screenshot shows the 'Add Program to Users' web portal interface, now at Step 2: Project. The progress bar shows Step 2 highlighted in orange. The main content area is titled 'Add Program to Users' and contains a section for 'Select project that new program is in'. This section includes a list of projects with radio buttons:

- New program's project**
- My Project 123 ☒
- My Project ABC ☐

At the bottom right of the main content area, there are 'Back' and 'Next' buttons. A red arrow points to the 'Next' button.

11. **Step 3 - Location:** Select the location type of the new user/s, such as users located or associated with schools, from the dropdown list. Click **Next**.

The screenshot shows the 'Add Program to Users' web portal interface. At the top, there is a navigation bar with 'MI' logo, 'Web Portal', and user status 'Your User Name is signed on.' with links for 'Sign Out', 'My Account', and 'Help'. Below this is a tabbed interface with 'Home', 'Users', 'Information', and 'Email'. The main content area has a title 'Add Program to Users' and a progress bar with seven steps: 1. Users, 2. Project, 3. Location (highlighted in orange), 4. Application, 5. Role, 6. Review, and 7. Confirmation. Below the progress bar, the text 'Select location of these users' is displayed. A dropdown menu for 'Location' is open, showing options: 'School', '-- Choose Location --', 'School', 'System', and 'Private'. A red arrow points to the 'Next' button at the bottom right of the form.

12. **Step 4 - Program:** Select the radio button next to the program the user/s can access, and click **Next**.

The screenshot shows the 'Add Program to Users' web portal interface at Step 4: Program. The progress bar now highlights Step 4: Application in orange. The text 'Select program that selected users will be granted access to' is displayed. A section titled 'Selected Application' lists three programs: 'My Program 123', 'My Program ABC', and 'My Program XYZ', each with a radio button. 'My Program ABC' is selected, indicated by a green dot. A red arrow points to the 'Next' button at the bottom right of the form.

13. **Step 5 - Role:** Select the role for user/s from the program's dropdown list, and click **Next**.

MI Web Portal

Home Users Information Email

Your User Name is signed on. | [Sign Out](#) | [My Account](#) | [Help](#) ▶

Add Program to Users

Users Project Location Application **Role** Review Confirmation

1 2 3 4 5 6 7

Select role that selected users will be granted

Selected Role
My Program ABC SchoolUser

Back Next

14. **Step 6 Review:** Review the information, and if correct, click **Add Program to Users**.

MI Web Portal

Home Users Information Email

Your User Name is signed on. | [Sign Out](#) | [My Account](#) | [Help](#) ▶

Add Program to Users

Users Project Location Application Role **Review** Confirmation

1 2 3 4 5 6 7

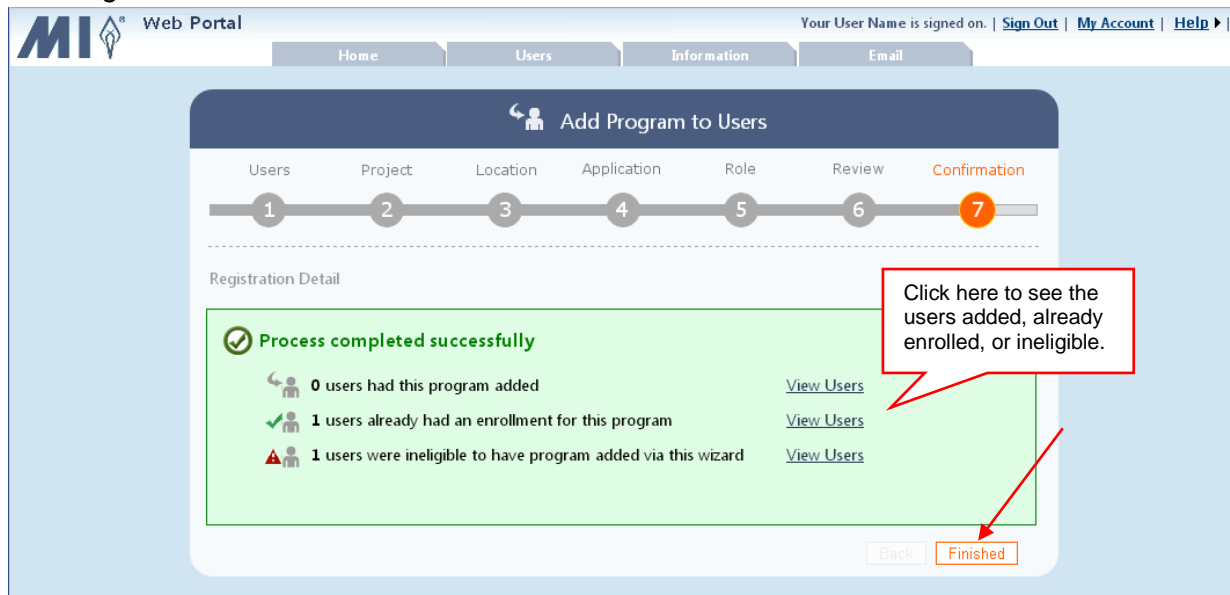
Review you selections then click "Add Program To Selected User Group"

Users receiving program access:
Name: Mills
Filter: By Program
Filtering Program: My Program 123
will have the following program added
My Program ABC
in project
My Project 123

Use the scroll bar to view all information.

Back Add Program to Users

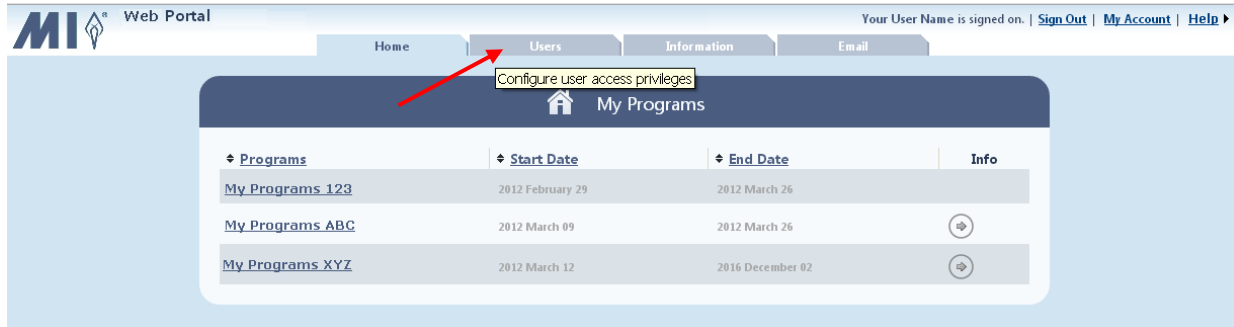
15. **Step 7 - Confirmation:** A summary is displayed for your review. To see which users were added to the program, already had an enrollment for the program, or were not eligible for the program, click **View Users** next to the category. Click **Finished** to exit the *Add Program to Users* wizard.



7 Searching and Editing Existing Users

You can search for existing users by username, personal name (first and last name or last name), role, or district / system or school. Once located, user information can be edited. Projects, Programs, enrollments, programs, and roles can be added or removed, as required. Only users associated with your login are displayed and available for editing.

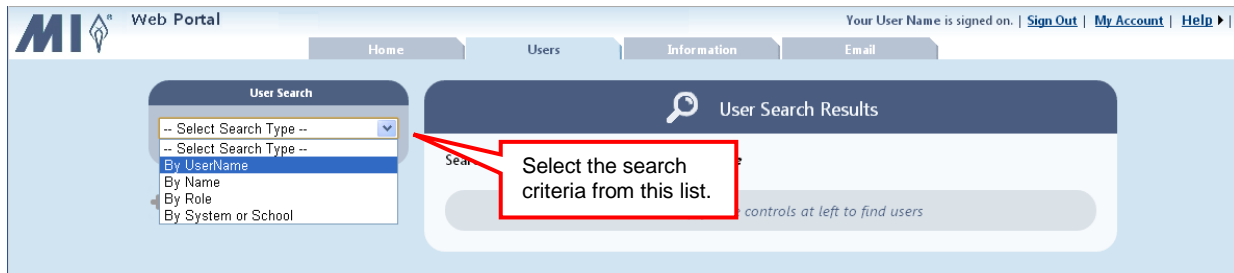
1. Click the **Users** tab.



TIP

If you do not see the User tab, it is because you do not have permission to perform these activities. Within the User tab, you will only be able to add, edit, or remove projects, enrollments, programs, and roles associated with your login permissions.

2. Select the search type from the drop-down list. You can search by username, name, role, or district / system, or school.



TIP

*Click the **Home** tab to return to the My Programs screen.*

3. If you elected to search by:

- Username – enter the complete username in the text box, and click **Search**.
- Name – enter the complete first and last name, or just the complete first or last name in the text boxes, and click **Search**.
- Role – select the role from the drop-down list. The search results are automatically displayed for the selected role.
- District / System or School – select the project, location, district / system, or school from the drop-down lists. The search results are automatically displayed for the selected district / system or school.

MI Web Portal

Home Users Information Email

Your User Name is signed on. | [Sign Out](#) | [My Account](#) | [Help](#)

User Search

By UserName

User Name:
YourUserName

Search

Filter:
-- Select Filter --

User Search Results

Search Results for: Username = YourUserName

Last	First	User	Created	Last Sign-in	Enabled	Edit
UserName	Your	yourusername	4/26/2010	11/29/2012	✓	

TIP

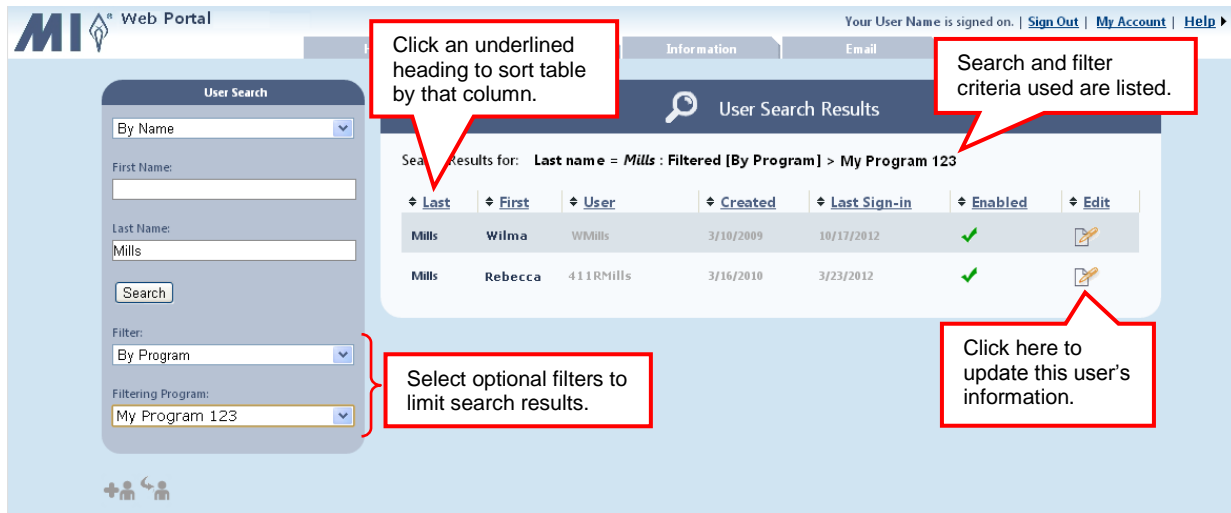
You must enter a complete username or complete user first and/or last name to find a match.

The results matching your search criteria are displayed. If there are too many matches, you have the option to filter the results by program type or by locked out users.



4. To reduce the number of search results to only a certain program or to locked-out users, select the filter from the *Filter* drop-down list. If you select the filter type “by program”, you also must select the specific program.

The search results are now limited to those that meet your search and filter criteria.

5. Locate the user you want to edit, and click .



The screenshot shows the MI Web Portal User Search interface. On the left is a search sidebar with fields for First Name, Last Name (containing 'Mills'), and a Filter dropdown set to 'By Program' with 'My Program 123' selected. The main area displays 'User Search Results' for 'Last name = Mills : Filtered [By Program] > My Program 123'. A table lists two users: Wilma Mills and Rebecca Mills. Annotations with red boxes and arrows point to specific features: 'Click an underlined heading to sort table by that column.' points to the 'Last' column header; 'Search and filter criteria used are listed.' points to the search results header; 'Select optional filters to limit search results.' points to the filter dropdown; and 'Click here to update this user's information.' points to the edit icon (pencil) for Wilma Mills.

<u>Last</u>	<u>First</u>	<u>User</u>	<u>Created</u>	<u>Last Sign-in</u>	<u>Enabled</u>	<u>Edit</u>
Mills	Wilma	WMills	3/10/2009	10/17/2012	✓	
Mills	Rebecca	411RMills	3/16/2010	3/23/2012	✓	

TIP

To quickly locate a user from a list containing many users, use the column sort feature. To change the sort order, click an underlined column heading once to sort the table using that column's data in ascending order (A to Z). Click the same column heading again to sort the column in descending order (Z to A.). If you click a new heading, the table is sorted by the new column heading you selected.

6. The *Enabled* checkbox allows you to enable or disable a user's account. Check the box to enable the account so the user can log in. Uncheck the box to disable the account so the user can no longer log in and access program or student information.
7. To change the username and/or password, click **Change**.

MI Web Portal

Home Users Information Email

Your User Name is signed on. | [Sign Out](#) | [My Account](#) | [Help](#)

Edit User

rebeccamills

User Account Info

Account Status Enabled: ☒

Sign-On Info

[Change...](#)

User Profile

* First Name:

* Last Name:

Middle Initial:

* Email:

ID:

Phone 1:

Phone 2:

Phone 3:

User Programs

+ My Program 123

- My Program ABC
- My Program XYZ

[Save](#) [Cancel](#)


A Sign-On pop-up window appears.

8. Enter the new **Username**, if applicable. To change the password, enter and confirm a new password, or click **Create password for me** to auto generate a password. Fields with asterisks are required and must be completed before continuing.

If no changes are required, click **Close** or **X** to close the Sign-On pop-up window.

9. Click **Keep my changes**. The Sign-On pop-up closes.

The screenshot displays the 'Edit User' interface. A 'Sign-On' pop-up window is centered, showing a progress bar with 7 steps. Step 1, 'Sign-On', is active. The pop-up contains fields for 'User name' (rebeccamills), 'Password' (masked), and 'Retype Password' (masked). A 'Create password for me' button is located below the password fields. A red arrow points to a 'Keep my changes' button in the bottom right corner of the pop-up. The background shows user details for 'rebeccamills' and a 'Save' button at the bottom.

TIP	Please click  to copy the username and password so you can paste in another location for future reference, such as a spreadsheet. This is especially important for an automatically generated password since it is randomly generated and has no special meaning or association to the user. Automatically generated passwords are NOT automatically populated during sign-on. The user must remember and manually enter the password.
TIP	Username are 3 – 16 in length, are <u>not</u> case sensitive, and can contain any combination of letters, numbers, hyphens, and underscore. Usernames <u>cannot</u> contain any spaces. Passwords are 6 – 18 characters in length, are case sensitive, and can contain any combination of letters, numbers, hyphens, and underscore. The password cannot be the same as the username.



10. Update the *User Profile*, if necessary.

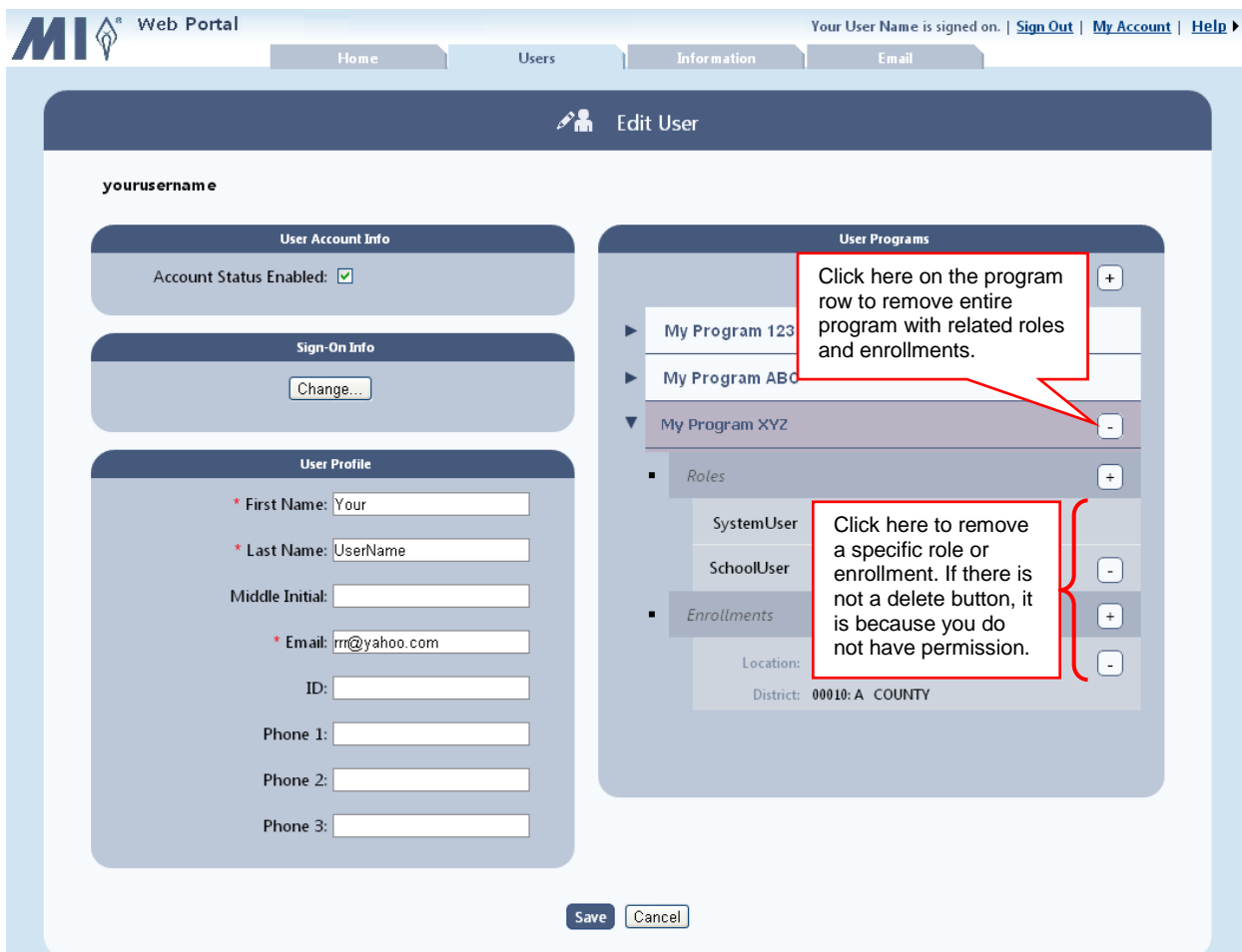
11. Under *User Program*, click the program name to expand the row for editing.

The screenshot displays the 'Edit User' interface for a user named 'rebeccamills'. The page is divided into several sections:

- User Account Info:** Shows 'Account Status Enabled: ☒'.
- Sign-On Info:** Includes a 'Change...' button.
- User Profile:** Contains fields for First Name (Rebecca), Last Name (Mills), Middle Initial, Email (rmills@mystate.gov), ID (123), and three phone number fields (Phone 1: 123-456-7890, Phone 2, Phone 3).
- User Programs:** A list of programs with expandable rows: 'My Program 123', 'My Program ABC', and 'My Program XYZ'. A red callout points to this section with the text: 'Click a program name to see role and enrollment detail.'

A red box on the left side of the 'User Profile' section contains the text: 'Make any changes necessary to the user profile.' At the bottom right, there are 'Save' and 'Cancel' buttons.


12. Review the expanded role and enrollment information.
13. Click  on the program row to remove the entire program and all associated roles and enrollments. To remove only a particular program role or program enrollment, click  next to specific role or enrollment to remove.



MI Web Portal

Home Users Information Email

Your User Name is signed on. | [Sign Out](#) | [My Account](#) | [Help](#)

 Edit User

yourusername

User Account Info

Account Status Enabled: ☒

Sign-On Info

[Change...](#)

User Profile

* First Name:

* Last Name:

Middle Initial:

* Email:


ID:


Phone 1:


Phone 2:


Phone 3:


User Programs


My Program 123 


My Program ABC 

My Program XYZ 


Roles 

SystemUser 

SchoolUser 

Enrollments 

Location:



District: 00010: A COUNTY 




[Save](#) [Cancel](#)

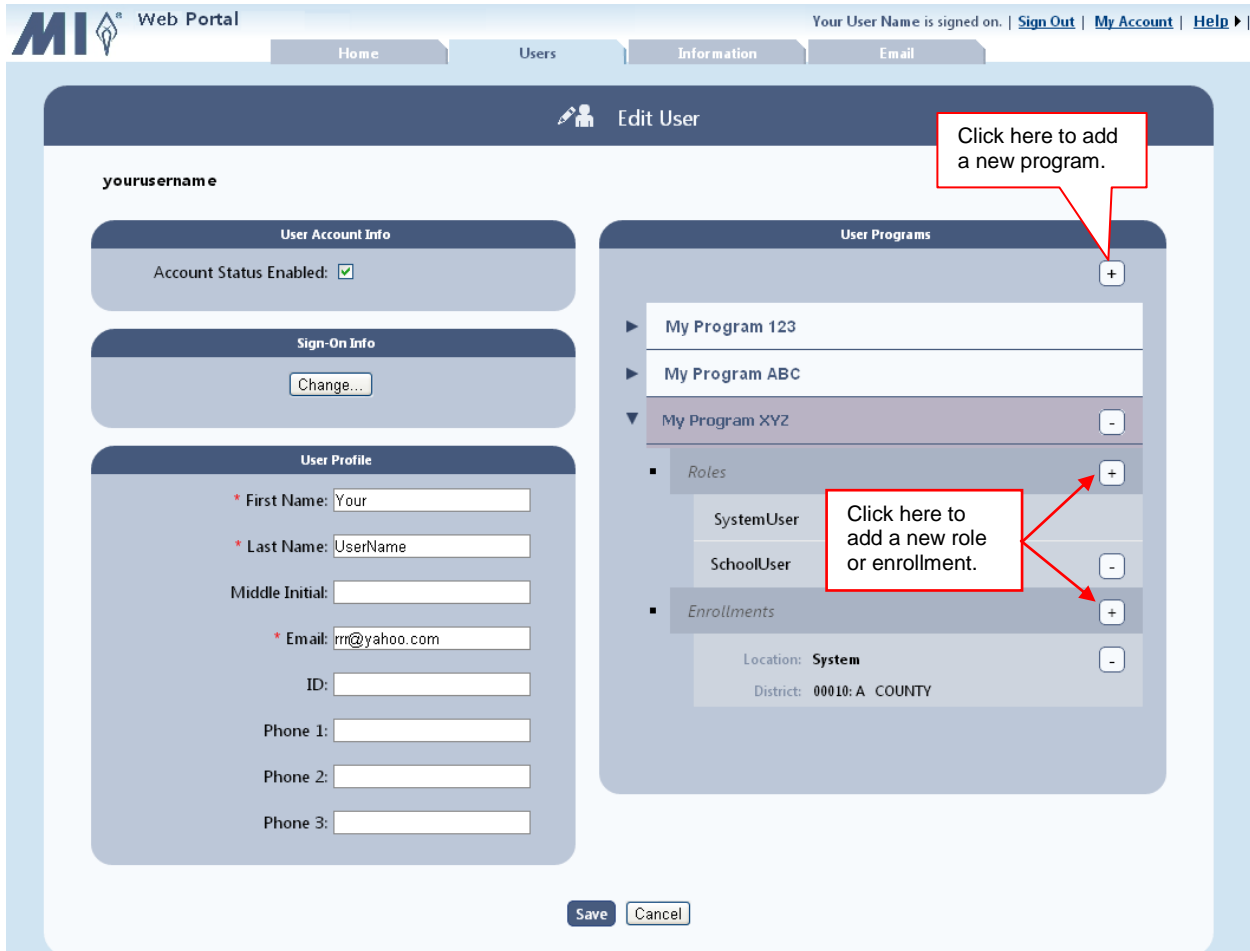
Click here on the program row to remove entire program with related roles and enrollments.

Click here to remove a specific role or enrollment. If there is not a delete button, it is because you do not have permission.

TIP

You can only add, edit, or delete projects, enrollments, programs, and roles for users associated with your login permissions. If  and  is not available, it is because you do not have permission to add or delete the item.

14. To add a new program with projects, enrollments, programs, and roles, click . To add only a new role to an existing program, click  next to role, and proceed to #17 in this section. To add only a new enrollment to an existing program, click  next to enrollment, and proceed to #15 in this section.



MI Web Portal

Home Users Information Email

Your User Name is signed on. | [Sign Out](#) | [My Account](#) | [Help](#)

Edit User

yourusername

User Account Info

Account Status Enabled: ☒

Sign-On Info

[Change...](#)

User Profile

* First Name:

* Last Name:

Middle Initial:

* Email:


ID:





Phone 1:


Phone 2:

Phone 3:

User Programs



- My Program 123
- My Program ABC
- My Program XYZ
 - Roles
 - SystemUser 
 - SchoolUser 
 - Enrollments
 - 
 - 

Location: **System** 

District: 00010: A COUNTY

15. The wizard opens to step 3 – Projects. Check the box next to each project this user can access, and click **Next**.

Web Portal

Home Users Information Email

Your User Name is signed on. | [Sign Out](#) | [My Account](#) | [Help](#) ▶

Edit User

yourusername

Close X

Sign-On Profile **Projects** Enrollments Programs Roles Confirmation

1 2 3 4 5 6 7

Select projects that this user is associated with

My Project 123 ☒

My Project ABC ☒

Check all the boxes that apply to this user.

Back Next

Phone 2:

Phone 3:

Save Cancel

TIP

The user will be able to access only the projects that are checked.

16. **Enrollments:** Select the location, district / system, and/or school from the dropdown lists, and click **Next**.

If you are adding only a new enrollment and not an entire program, skip to #18 in this section to save your changes.

TIP

The enrollment process must be repeated for each additional school linked to the user. There is no limit on the number of enrollments associated with a user.

TIP

The location of "Private" should only be used for private schools and applies to district / system AND school level users. "District / system" applies only to district / system level users since a specific school is not associated with this location, while "School" applies to school level users since school users need to be associated with their specific school.

TIP

Private will not be available if you selected "District / system" or "School" as location and public institutions will not be available if you selected "Private" as the location type.

17. Programs: Check the box next to each program this user can access, and click **Next**.

Web Portal

Home Users Information Email

Your User Name is signed on. | [Sign Out](#) | [My Account](#) | [Help](#)

Edit User

yourusername

Close X

Sign-On Profile Projects Enrollments **Programs** Roles Confirmation

1 2 3 4 5 6 7

Select programs that this user will use. This can be modified later under the new program

My Program 123 ☒

Back Next

Phone 2:

Phone 3:

Save Cancel

18. **Roles:** Select the role for this user for each program from the dropdown list/s, and click **Next**.

The screenshot shows the 'Edit User' interface in the Web Portal. A modal window is open, displaying a progress bar with 7 steps: Sign-On, Profile, Projects, Enrollments, Programs, Roles, and Confirmation. The 'Roles' step is highlighted with an orange circle. Below the progress bar, the text reads: 'Grant a role to this user for each program. This can be modified later under the new program'. A table is shown with one row: 'My Program 123' and a dropdown menu showing 'STProgram123_SchoolUser'. Below the table are 'Back' and 'Next' buttons. The background shows the 'Edit User' form with fields for 'yourusername', 'Phone 2:', and 'Phone 3:', and 'Save' and 'Cancel' buttons at the bottom.

TIP

Please use care when selecting the program roles since many roles have very similar titles.

19. When you are done making changes, click **Save**.

MI Web Portal

Home Users Information Email

Your User Name is signed on. | [Sign Out](#) | [My Account](#) | [Help](#) ▶

Edit User

yourusername Data has changed on this page. Click Save when all page edits are complete

User Account Info

Account Status Enabled: ☒

Sign-On Info

[Change...](#)

User Profile

* First Name:
* Last Name:
Middle Initial:
* Email:
ID:
Phone 1:
Phone 2:
Phone 3:

User Programs

+

- ▶ My Program 123
- ▶ My Program ABC
- ▶ My Program XYZ
- ▶ My Program 789 New

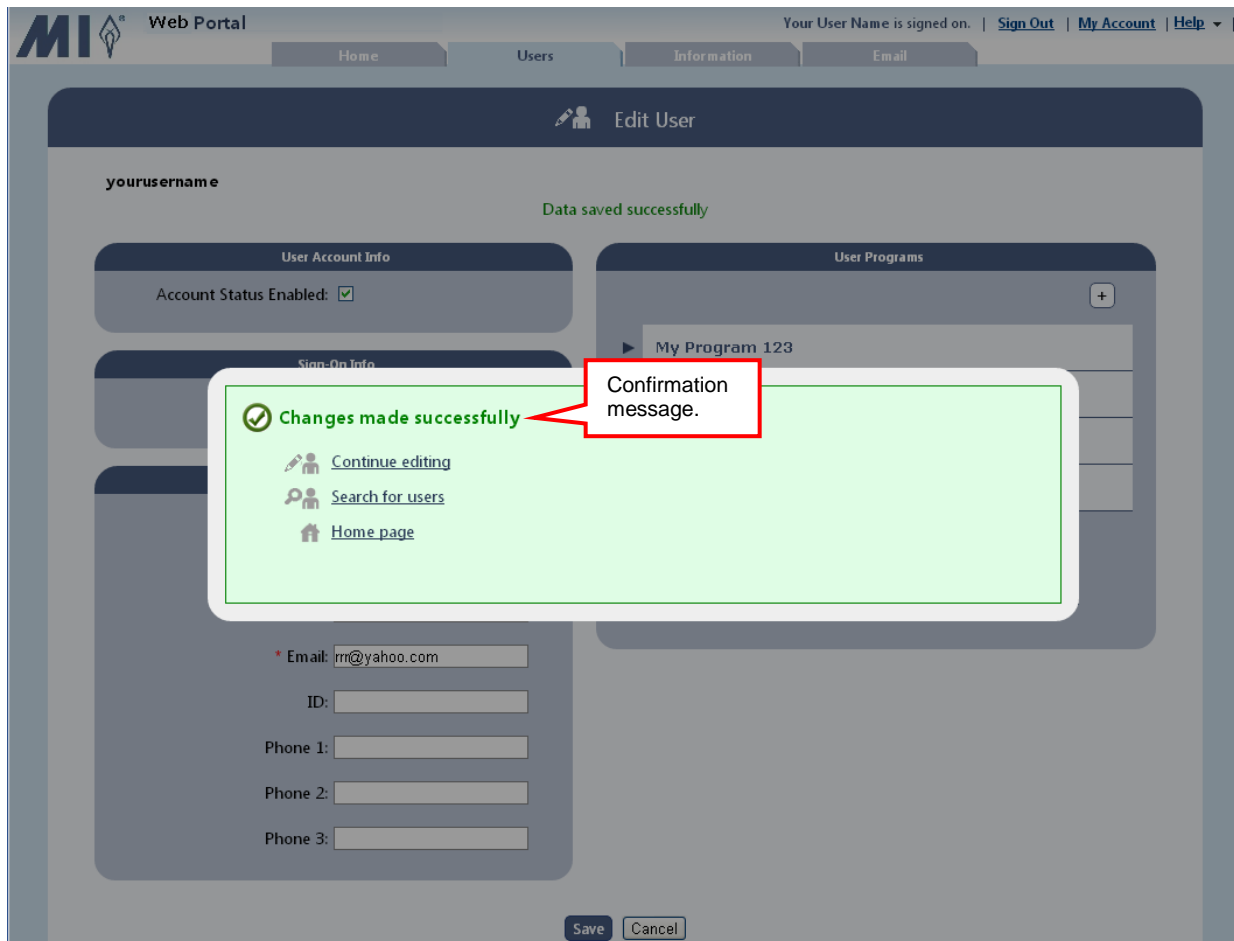
New program is highlighted.

[Save](#) [Cancel](#)

The updated information is saved, as indicated by the message.

20. The updates are saved, as indicated by the message. Select one of the following:

- Continue editing: Continue editing the current user information.
- Search for users: Search for new users to edit.
- Home page: Return to the *My Programs* home page to select another program.



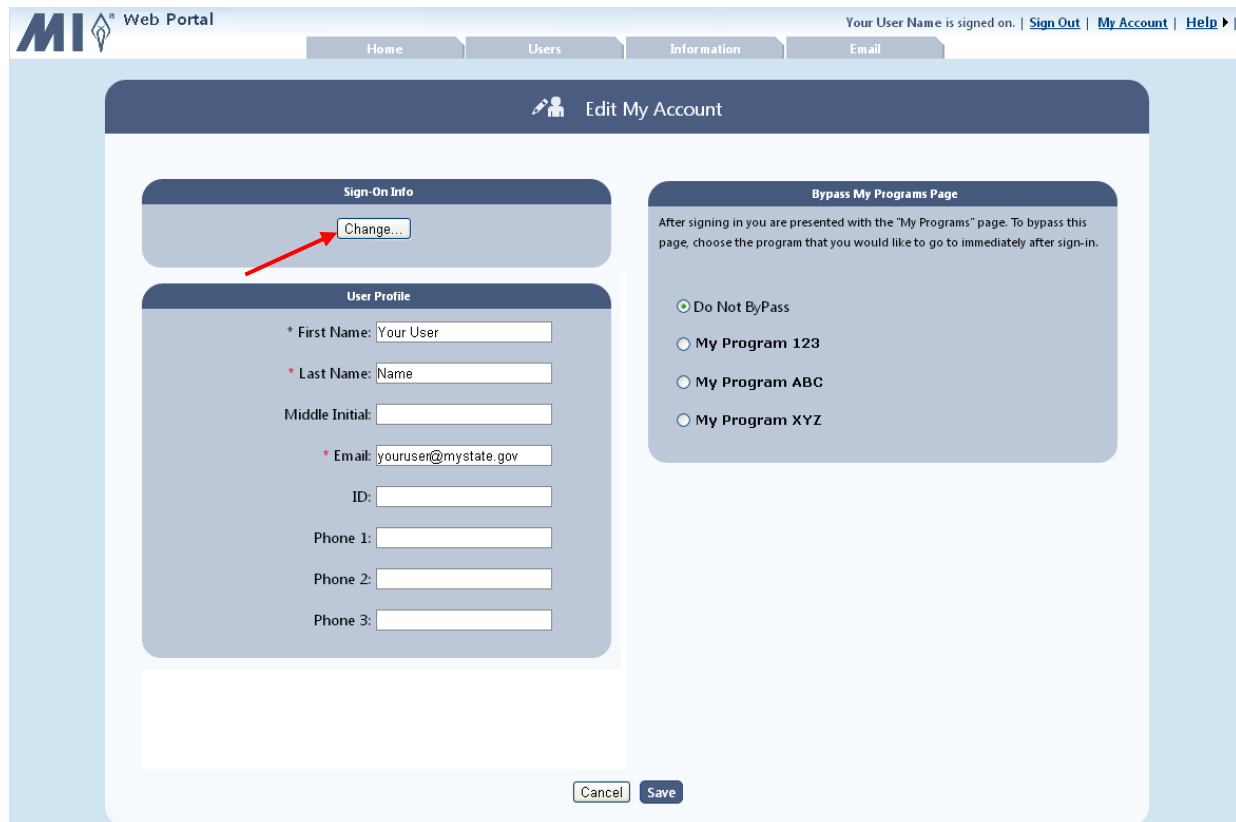
8 Changing Your Password and Updating Your Account

Every user can change his or her password and update account information in the **My Account** section of the web portal.

1. Click **My Account**.



2. To change your username and/or password, click **Change**.




3. The *Sign-On Info* section expands. Enter your new **Username**, if applicable. Either enter and confirm your new password, or click **Create password for me** to auto generate a password. All fields are required and must be completed before continuing.

Close-up of automatically generated password:

The screenshot shows a 'Sign-On Info' form with the following elements:

- User name:** A text input field containing 'YourUserName'.
- Password:** A password input field filled with the text '7ru2pn67u'.
- Confirm Password:** A password input field filled with the text '7ru2pn67u'.
- Create password for me:** A button that, when clicked, generates a password.
- Do not change:** A button located below the password fields.

Make a note of the automatically generated password since it is randomly generated and has no special meaning or association to you. Automatically generated passwords are NOT automatically populated at log in. Therefore, you must remember and enter the password each time.

TIP	Click Do not change to reset the username and password to their last saved values.
TIP	Please click  to copy the username and password so you can paste in another location for future reference, such as a spreadsheet. This is especially important for an automatically generated password since it is randomly generated and has no special meaning or association to the user. Automatically generated passwords are NOT automatically populated during sign-on. The user must remember and manually enter the password.
TIP	Username are 3 – 16 in length, are <u>not</u> case sensitive, and can contain any combination of letters, numbers, hyphens, and underscore. Usernames <u>cannot</u> contain any spaces. Passwords are 6 – 18 characters in length, are case sensitive, and can contain any combination of letters, numbers, hyphens, and underscore. The password cannot be the same as the username.

4. Update your *User Profile*, if necessary, and select whether you want to bypass the list of programs when you sign-on. The bypass option is useful if you always work on the same program. To bypass the *My Program* page, click the radio button next to your program. Click **Save**.

MI Web Portal

Home Users Information Email

Your User Name is signed on. | [Sign Out](#) | [My Account](#) | [Help](#) ▶

Edit My Account

Sign-On Info

[Change...](#)

User Profile

* First Name:

* Last Name:

Middle Initial:

* Email:

ID:

Phone 1:

Phone 2:

Phone 3:

Bypass My Programs Page

After signing in you are presented with the "My Programs" page. To bypass this page, choose the program that you would like to go to immediately after sign-in.

☒ Do Not ByPass

☐ My Program 123

☐ My Program ABC

☐ My Program XYZ

[Cancel](#) [Save](#)

TIP

When you bypass the My Programs screen, all subsequent logins will go directly to your program and the My Programs screen will no longer appear at log in. You can, however, return to the My Accounts link, in the top menu, to change the bypass feature or program.

If you neglected to enter the required information or entered invalid information, a message is displayed. Enter the correct information, and click **Save** again.

The screenshot shows the 'Edit My Account' page in the MI Web Portal. At the top, a navigation bar includes 'Home', 'Users', 'Information', and 'Email'. A message at the top right states 'Your User Name is signed on.' with links for 'Sign Out', 'My Account', and 'Help'. A yellow warning icon and the text 'There were errors with your entry:' are displayed. Below this, two red error messages are listed: 'Password must be at least 6 characters long' and 'Email: is required'. A red box highlights the error messages with the text 'Error messages are displayed here.' The main content area is divided into three sections: 'Sign-On Info', 'Bypass My Programs Page', and 'User Profile'. The 'Sign-On Info' section contains fields for 'User name', 'Password', and 'Confirm Password', along with a 'Create password for me' button and a 'Do not change' button. The 'Bypass My Programs Page' section contains a message about bypassing the 'My Programs' page and three radio button options: 'Do Not ByPass', 'My Program 123', 'My Program ABC', and 'My Program XYZ'. The 'User Profile' section contains fields for 'First Name', 'Last Name', 'Middle Initial', 'Email', 'ID', 'Phone 1', and 'Phone 2'. A red box at the bottom right of the page contains the text 'Save is located at the bottom of this screen. Use this bar to scroll down to see it.' pointing to the vertical scrollbar on the right side of the page.

The updated information is saved, as indicated by the message.

The screenshot displays the 'Edit My Account' page in the MI Web Portal. At the top, a navigation bar includes 'Home', 'Users', 'Information', and 'Email'. A user status bar at the top right indicates 'Your User Name is signed on.' with links for 'Sign Out', 'My Account', and 'Help'. The main content area is titled 'Edit My Account' and features a red confirmation message: 'Data saved successfully.' A red callout box points to this message with the text 'Confirmation message.'.

The page contains two main sections:

- Sign-On Info:** Includes a 'Change...' button.
- User Profile:** Contains form fields for:
 - * First Name: Your User
 - * Last Name: Name
 - Middle Initial:
 - * Email: youruser@mystate.gov
 - ID:
 - Phone 1:
 - Phone 2:
 - Phone 3:

At the bottom right, there are 'Cancel' and 'Save' buttons. To the right of the User Profile section, there is a 'Bypass My Programs Page' section with the following text: 'After signing in you are presented with the "My Programs" page. To bypass this page, choose the program that you would like to go to immediately after sign-in.' Below this text are four radio button options:

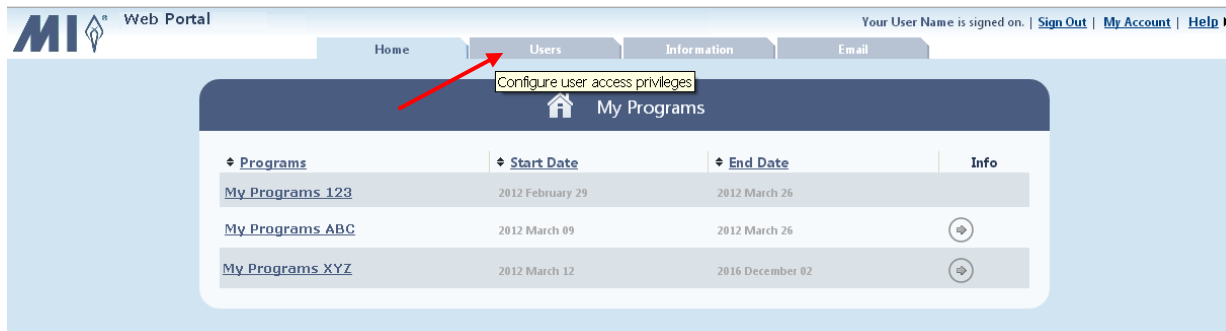
- ☒ Do Not ByPass
- ☐ My Program 123
- ☐ My Program ABC
- ☐ My Program XYZ

9 Unlocking Users

When users try to log in unsuccessfully five times, they are locked out of the portal. You can unlock any users associated with your login.

A search filter is available to limit users to only those who are locked-out of the system.

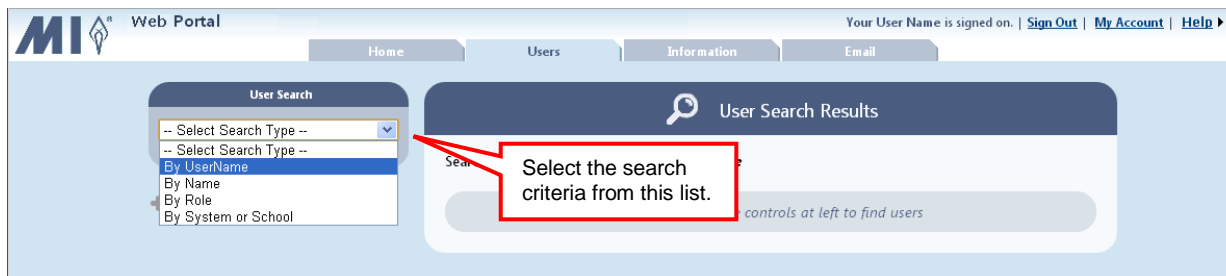
1. Click the **Users** tab.



TIP

If you do not see the Users tab, it is because you do not have permission to perform these activities.

2. Select the search type from the drop-down list. You can search by username, name, role, or district / system or school.



TIP

*Click the **Home** tab to return to the My Programs screen.*

3. If you elected to search by:

- Username – enter the complete username in the text box, and click **Search**.
- Name – enter the complete first and last name, or just the complete first or last name in the text boxes, and click **Search**.
- Role – select the role from the drop-down list. The search results are automatically displayed for the selected role.
- District / System or School – select the project, location, district /system or school from the drop-down lists. The search results are automatically displayed for the selected district /system or school.

MI Web Portal

Your User Name is signed on. | [Sign Out](#) | [My Account](#) | [Help](#)

Information | Email

User Search

By Username

User Name:
YourUserName

Search

Filter:
-- Select Filter --

User Search Results


Search results for: Username = YourUserName

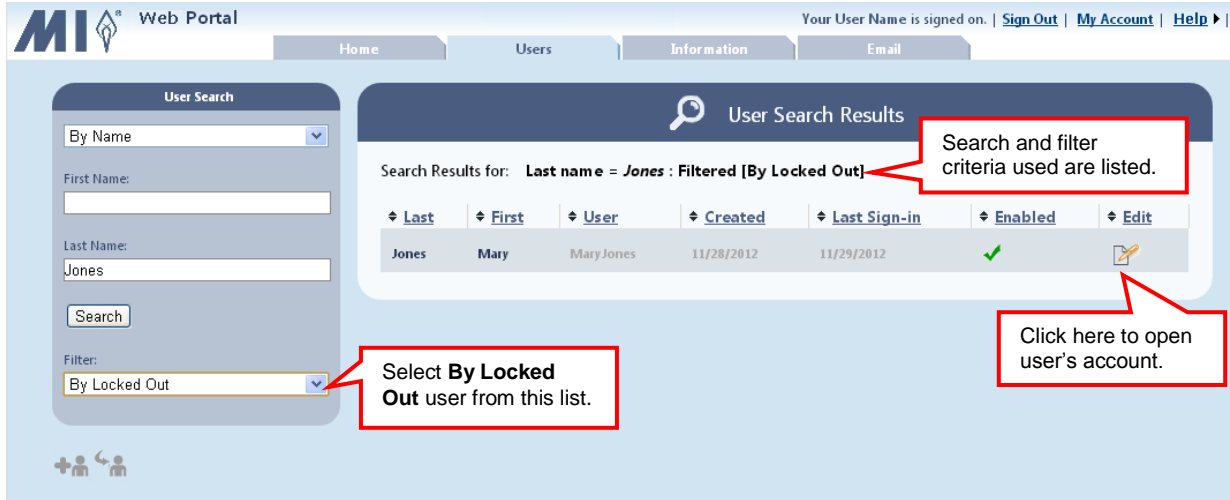
<u>Last</u>	<u>First</u>	<u>User</u>	<u>Created</u>	<u>Last Sign-in</u>	<u>Enabled</u>	<u>Edit</u>
UserName	Your	yourusername	4/26/2010	11/29/2012	✓	

TIP	<i>You must enter a complete username or complete user first and/or last name to find a match.</i>
TIP	<i>To quickly locate a user from a list containing many users, use the column sort feature. To change the sort order, click an underlined column heading once to sort the table using that column's data in ascending order (A to Z). Click the same column heading again to sort the column in descending order (Z to A,). If you click a new heading, the table is sorted by the new column heading you selected.</i>

- Under *Filter*, select **By Locked Out** user from the drop-down list.

The search results are now limited to those that meet your search criteria and the filter criteria of locked out users.

- To open the user's account, click .



The screenshot shows the MI Web Portal interface. The top navigation bar includes 'Home', 'Users', 'Information', and 'Email'. The 'Users' tab is active. On the left, the 'User Search' panel has a 'By Name' dropdown, input fields for 'First Name' and 'Last Name' (containing 'Jones'), a 'Search' button, and a 'Filter' dropdown set to 'By Locked Out'. On the right, the 'User Search Results' panel shows a table of results for 'Last name = Jones : Filtered [By Locked Out]'. The table has columns: Last, First, User, Created, Last Sign-in, Enabled, and Edit. A single result is shown for 'Mary Jones' with a green checkmark in the 'Enabled' column and a pencil icon in the 'Edit' column. Three red callout boxes provide instructions: one points to the 'By Locked Out' filter, another points to the search criteria text, and a third points to the pencil icon in the 'Edit' column.

User Search

By Name

First Name:

Last Name: Jones

Search

Filter: By Locked Out

User Search Results

Search Results for: Last name = Jones : Filtered [By Locked Out]

Last	First	User	Created	Last Sign-in	Enabled	Edit
Jones	Mary	Mary Jones	11/28/2012	11/29/2012	✓	

- Click **Unlock User Account**, and then **Save**.

Edit User

Mary Jones

User Account Info

Account Status Enabled: ☒

Warning

User is locked out

Too many invalid password attempts.

Last successful sign-in: 11/29/2012 9:08:05 AM
Locked out: 11/30/2012 2:02:54 PM

Unlock User Account

User Programs

+	
▶	My Program 123
▶	My Program ABC

Sign-On Info

Change...

User Profile

* First Name:

* Last Name:

Middle Initial:

* Email:

ID:

Phone 1:

Phone 2:

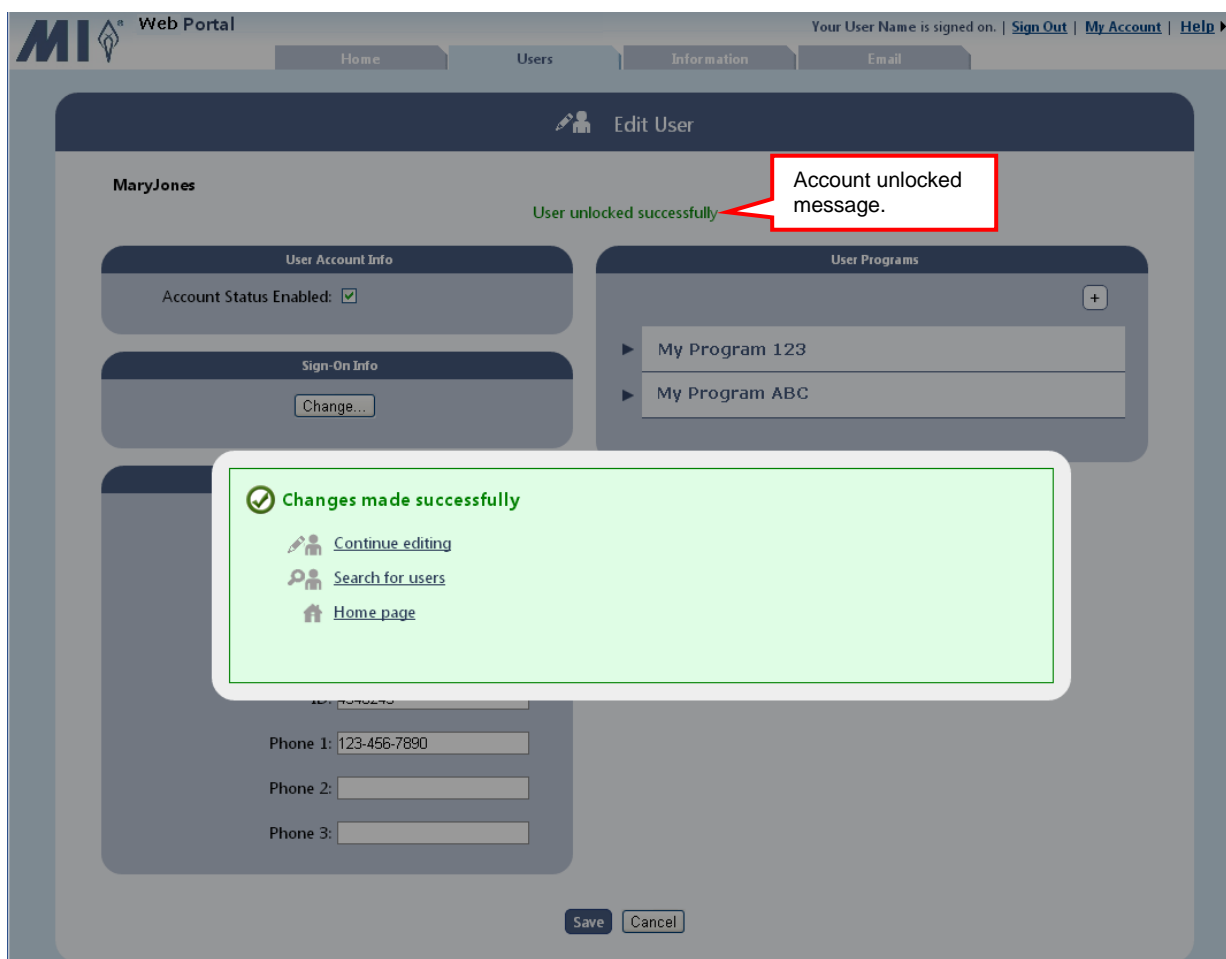
Phone 3:

Save **Cancel**

This account is now unlocked, as indicated by the message, and the user can log in again.

7. Select one of the following:

- Continue editing: Continue editing the current user information.
- Search for users: Search for new users to edit.
- Home page: Return to the *My Programs* home page to select another program.



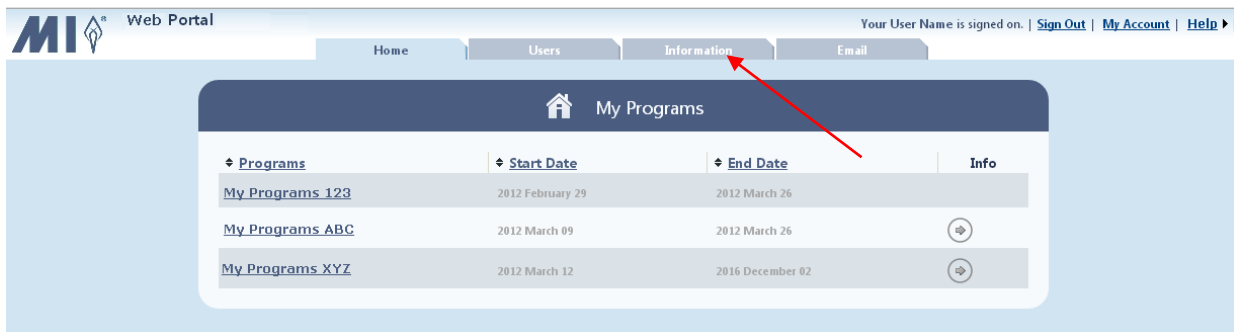
TIP

If the user is locked out of the web portal, it is because they entered an incorrect username and/or password. Please be sure to communicate the correct username and reset the password, if necessary. Please refer to [Searching and Editing Existing Users](#), page 22 for instructions about how to update user information.

10 Adding Messages, Website Links, and Documents (Portal Administrators Only)

Through the web portal, important messages, useful websites, and associated documents are shared with other web portal users and/or specific program users. The Portal Administrator enters the information and it appears on the *Information Center* screen so users see it immediately upon log in. Users can access this same information at any time through the Information tab. As a Portal Administrator, you have the ability to add and delete information as needed.

1. Click the **Information** tab.




TIP

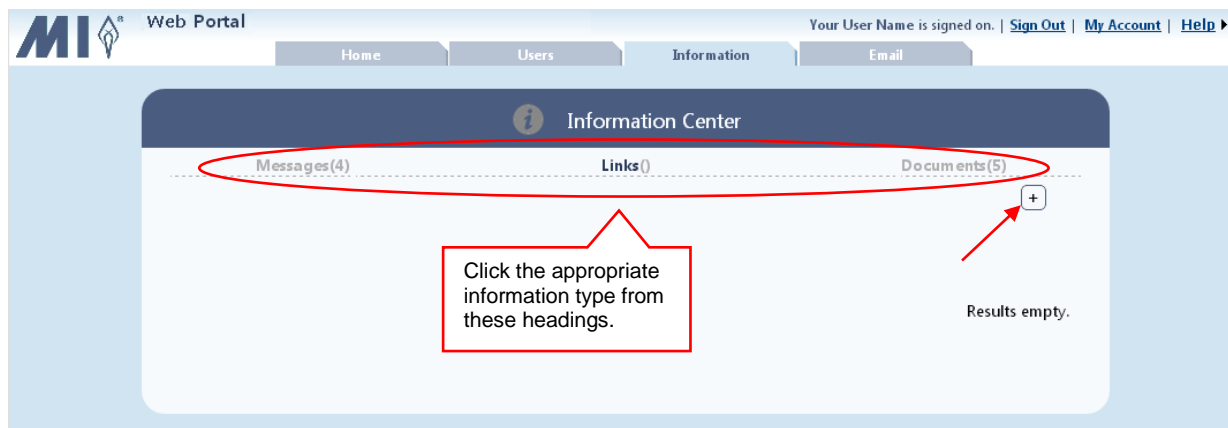
If you do not see the Information tab, it is because you do not have permission to perform these activities.

TIP

Click to view all program specific announcements, downloaded files, and website links.

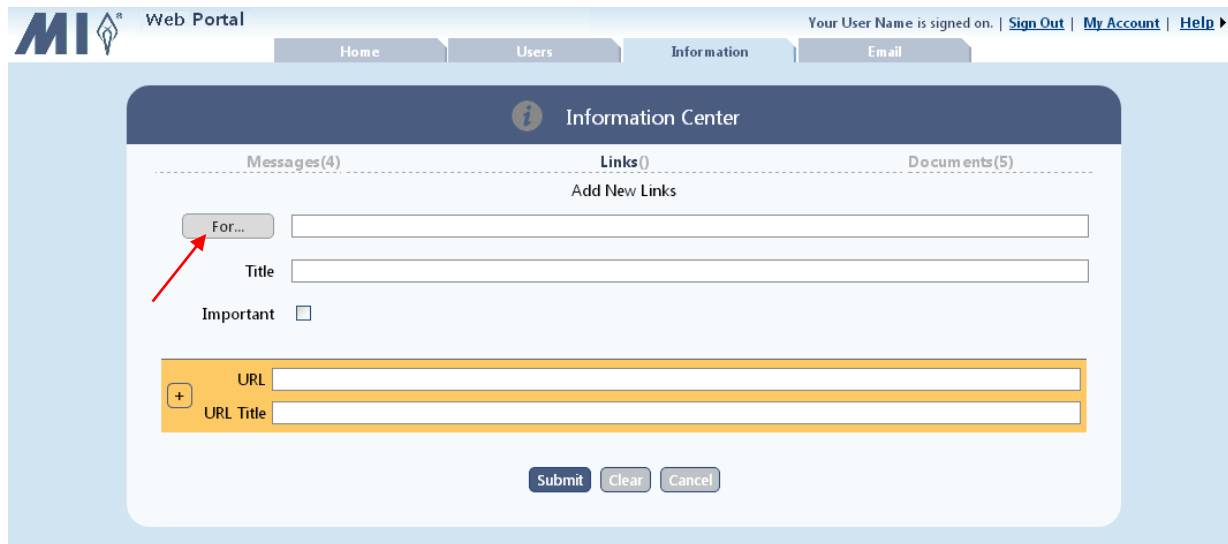
The screen opens to *Messages*.

- From the menu on the top, click the type of information you want to add, such as **Messages, Links, or Documents**. For demonstration purposes, links is selected.
- To add new information, click .



TIP Click the **Home** tab to return to the My Programs screen.

- Click **For...** to select the recipient for the message, link, or document.



5. Select the criteria (i.e. By Role, By Project, or By Program, when available) for posting the message, link, or document, and then select the specific role, project, or program from the lists. Click **Select**.

The screenshot shows the Web Portal interface with a modal dialog box titled "Recipient Selector". The dialog has a "Close X" button in the top right corner. Inside the dialog, there is a dropdown menu labeled "By Role" with a downward arrow. Below it, the text "Role:" is followed by another dropdown menu showing "-- Select Role --" with a downward arrow. At the bottom of the dialog are two buttons: "Select" and "Cancel". The background of the portal shows tabs for "Home", "Users", "Information", and "Email". The "Information" tab is active, and it displays sections for "Messages(4)", "Links(1)", and "Documents(5)".

6. Enter a title and check the box if this needs to be marked with high importance (!). Perform the following for:
 - Messages: Enter the message in the text box, and click **Submit**.
 - Links: Enter the URL (website address) and website title, and click **Submit**.
 - Documents: Click **Upload Files**, navigate to the document location on your computer, and double-click the file name. The document is uploaded to the web portal and the document name is displayed. Click **Submit**.

The screenshot shows the Web Portal interface with the "Information Center" form. The form has a header with an information icon and the text "Information Center". Below the header, there are three sections: "Messages(4)", "Links(1)", and "Documents(5)". The "Links(1)" section is active, and it contains a form titled "Add New Links". The form has fields for "For..." (with a dropdown menu showing "SchoolAdmin"), "Title" (with a text box containing "Student Enrollment Lists for 20XX"), and "Important" (with a checked checkbox). Below these fields, there is a section for "URL" and "URL Title". The "URL" field contains "ABCmiddleschoolstudentenrollment20xx@mystate.gov" and the "URL Title" field contains "ABC Middle School Enrollment List for 20XX". At the bottom of the form are three buttons: "Submit", "Clear", and "Cancel". The background of the portal shows tabs for "Home", "Users", "Information", and "Email". The "Information" tab is active, and it displays sections for "Messages(4)", "Links(1)", and "Documents(5)".

The message, link, or document is saved, as indicated by the message.

7. Select one of the following:

- Continue: To add another message, link, or document.
- Information Center page: Return to the Information Center page.
- Home page: Return to the *My Programs* home page to select another program.

The screenshot shows the 'Web Portal' interface with a top navigation bar containing 'Home', 'Users', 'Information', and 'Email'. The 'Information' tab is active, displaying the 'Information Center' section. This section has three tabs: 'Messages(4)', 'Links(1)', and 'Documents(5)'. The 'Links(1)' tab is selected, showing a form to 'Add New Links'. The form includes fields for 'For...', 'Title', 'Important' (with a checkbox), 'URL', and 'URL Title'. A green success message box is overlaid on the form, stating 'Information Center item saved successfully'. Below the message are three navigation links: 'Continue' (with a pencil icon), 'Information Center page' (with an information icon), and 'Home page' (with a house icon).

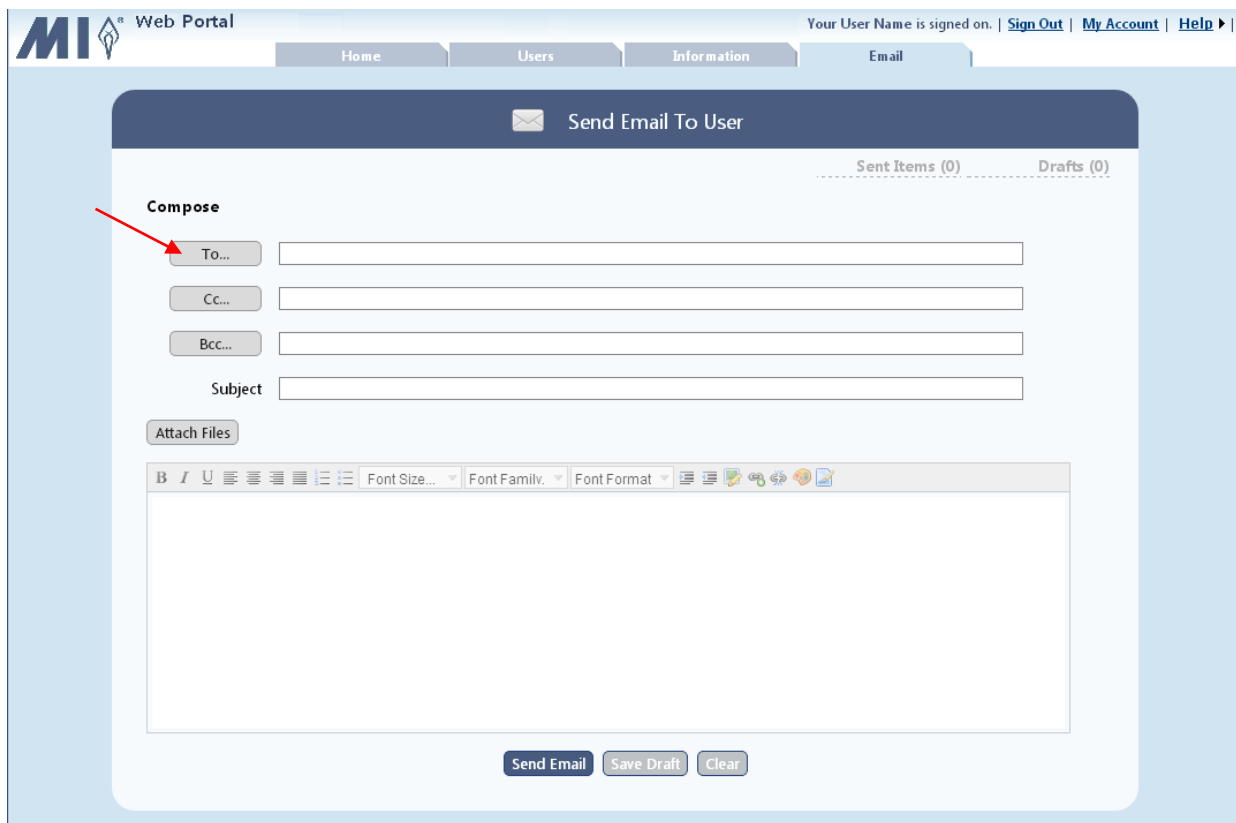
11 Emailing Users

Through the web portal, you can email other web portal users. A search feature is provided so you can send emails to specific users located by username, or first and/or last name, or to users with the same role, or working in the same district / system or school.

1. Click the **Email** tab.

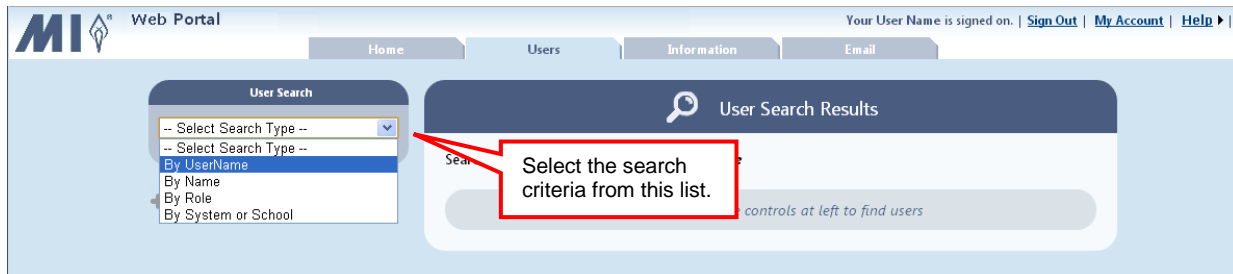


2. Enter the email address in the *To*, *Cc*, and/or *Bcc* text box, or click the **To**, **Cc**, or **Bcc** buttons to search for user/s.



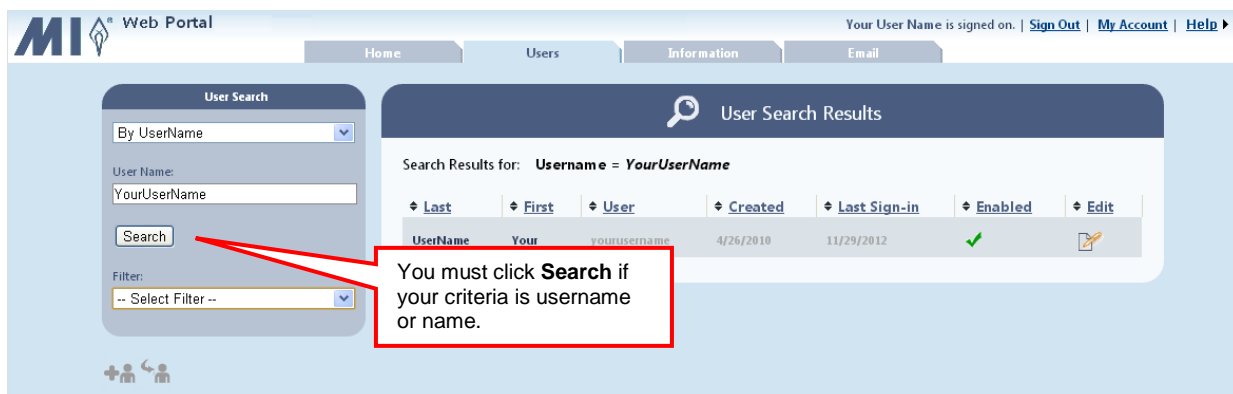
TIP Click the **Home** tab to return to the My Programs screen.

3. Select the search type from the drop-down list. You can search by username, name, role, or district / system or school.



4. If you elected to search by:

- Username – enter the complete username in the text box, and click **Search**.
- Name – enter the complete first and last name, or just the complete first or last name in the text boxes, and click **Search**.
- Role – select the role from the drop-down list. The search results are automatically displayed for the selected role.
- District / System or School – select the project, location, district / system, or school from the drop-down lists. The search results are automatically displayed for the selected district / system or school.

**TIP**

You must enter a complete username or complete user first and/or last name to find a match.

The results matching your search criteria are displayed. If there are too many matches, you have the option to filter the results by program type or by locked out users.

5. To reduce the number of search results to only a certain program or to locked-out users, select the filter from the *Filter* drop-down list. If you select the filter type “by program”, you also must select the specific program.

The search results are now limited to those that meet your search and filter criteria.

6. You can either check the box next to individual users or click **All** to send an email to all users displayed. Clicking **All** again removes all of the checkmarks.

7. Click **Save Selections**.

The screenshot shows the 'Web Portal' interface with a 'Send Email To User' modal window. The modal contains a 'User Search' panel on the left and a 'User Search Results' table on the right. The 'User Search' panel has fields for 'First Name' (Mills), 'Last Name' (Mills), and a 'Filter' dropdown set to 'By Program'. Below this is a 'Filtering Program' dropdown set to 'My Program 123'. The 'User Search Results' table has columns: Last, First, Email, Enabled, and Select. It lists two users: Wilma Mills (WMills@mystate.gov) and Rebecca Mills (rmills@mystate.gov). Both have green checkmarks in the 'Enabled' column. The 'Select' column has checkboxes; the one for Rebecca is checked. A 'Save Selections' button is at the bottom left of the modal. An 'All' button is at the bottom right. Annotations with red boxes and arrows point to specific elements: 'Click an underlined heading to sort table by that column.' points to the 'Last' column header; 'Select optional filters to limit search results.' points to the 'Filter' and 'Filtering Program' dropdowns; 'Check this box to send email to this user.' points to the checked checkbox in the 'Select' column for Rebecca; and 'Click here to send an email to all users displayed.' points to the 'All' button.

<u>Last</u>	<u>First</u>	<u>Email</u>	<u>Enabled</u>	<u>Select</u>
Mills	Wilma	WMills@mystate.gov	✓	<input type="checkbox"/>
Mills	Rebecca	rmills@mystate.gov	✓	<input checked="" type="checkbox"/>

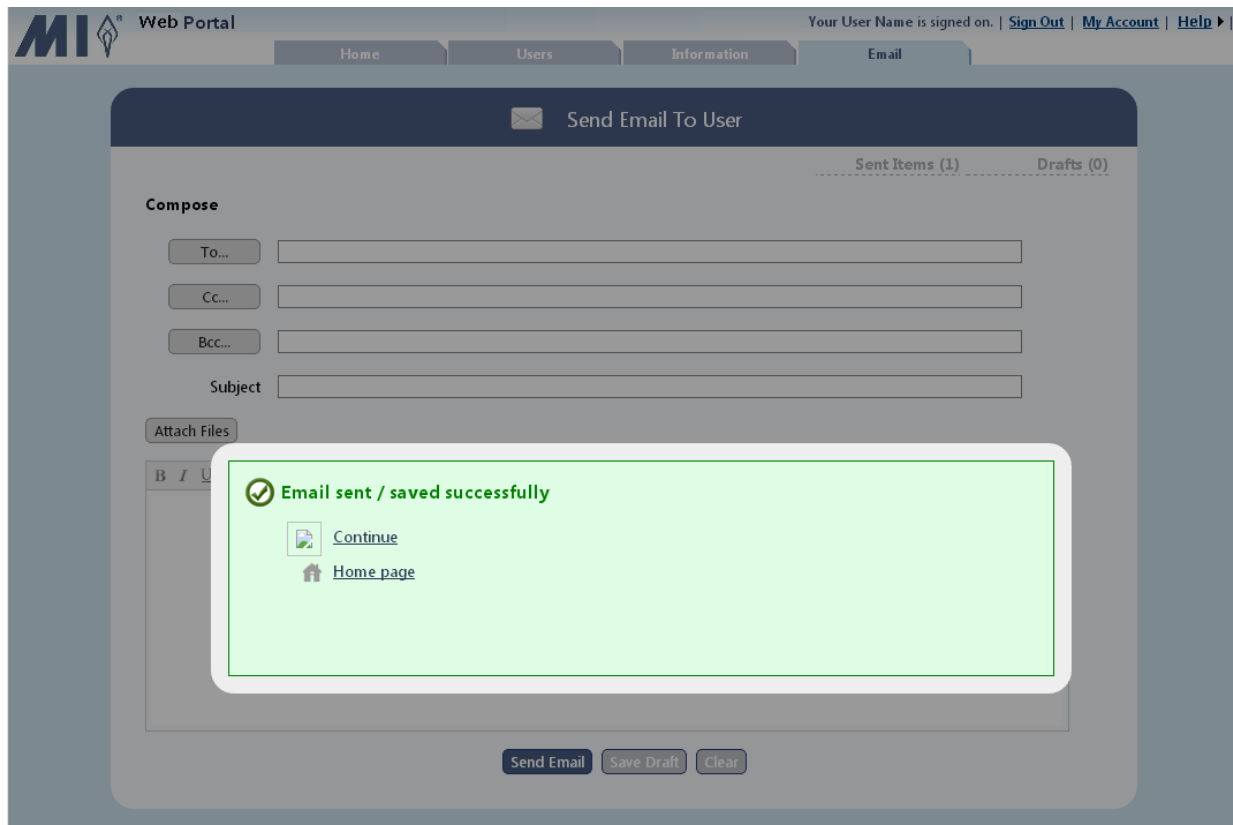
TIP

To quickly locate a user from a list containing many users, use the column sort feature. To change the sort order, click an underlined column heading once to sort the table using that column's data in ascending order (A to Z). Click the same column heading again to sort the column in descending order (Z to A.). If you click a new heading, the table is sorted by the new column heading you selected.

The email is sent, as indicated by the message.

10. Select one of the following:

- Continue: Continue sending emails.
- Home page: Return to the *My Programs* home page to select another program.



12 Logging Out

You can log out from any screen that displays the **Sign-Out** link. This closes the application for your username and password and returns to the sign-in screen. At this point, you can log in again, another user can log in, or you can exit the application entirely.

1. Click **Sign-Out**.



The login screen appears and a message indicates that you have successfully logged out.

2. Either you can log in again or another user can log in. To close the application completely, click . The *Web Portal* is closed.

