


Manage User Accounts

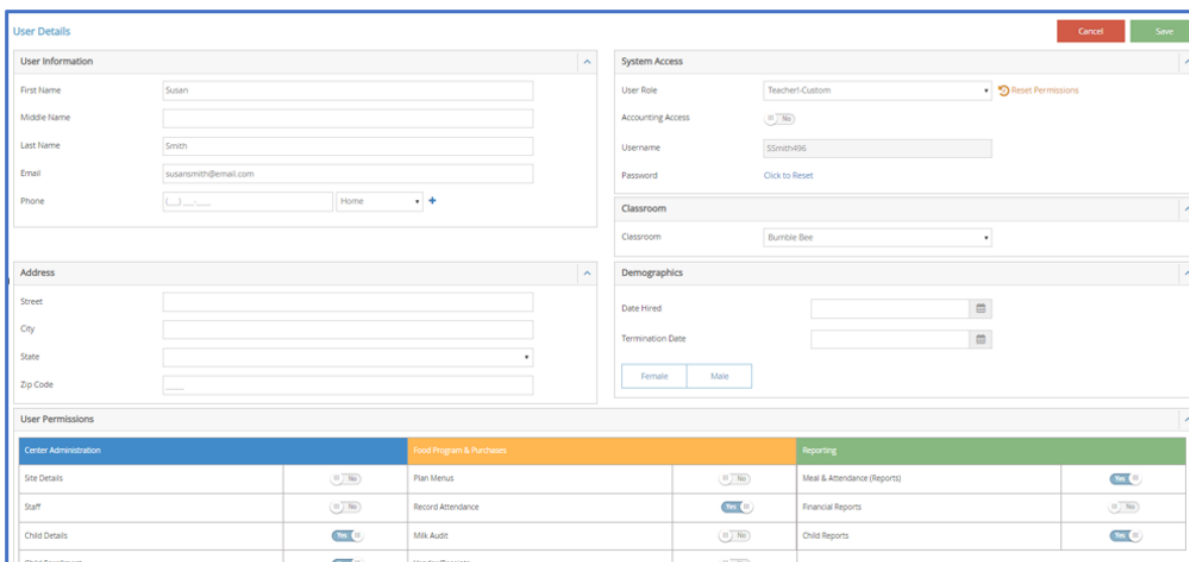
Last Modified on 07/18/2023 12:54 pm
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Once you add users, edit their profiles to change or customize their user permissions, enter contact information, enter demographic information, and so on.

Required Permissions: You must have the **Staff** permission enabled on your account to modify user accounts.

Updating User Information

1. From the menu to the left, click **Administration**.
2. Click **User Permissions**. The User Permissions page opens to the **Users** tab by default.
3. Locate the user to change. Click **Filters** to the top-left to filter the user list by status and sort by first or last name.
4. Click  next to the user to edit. The User Details page opens.



The screenshot shows the 'User Details' form with the following sections:


- User Information:** First Name (Susan), Middle Name, Last Name (Smith), Email (susan.smith@email.com), Phone (with Home dropdown).
- System Access:** User Role (Teacher-Custom), Accounting Access (No), Username (SSmith496), Password (Click to Reset), Classroom (Bumble Bee).
- Address:** Street, City, State, Zip Code.
- Demographics:** Date Hired, Termination Date, Gender (Female/Male).
- User Permissions:** A table with columns for Center Administration, Food Program & Purchases, and Reporting. Each cell contains a 'Yes' or 'No' slider.

Center Administration	Food Program & Purchases	Reporting
Site Details	Plan Menus	Meal & Attendance (Reports)
Staff	Record Attendance	Financial Reports
Child Details	Milk Audit	Child Reports
Child Enrollment	Vendor Receipts	

5. Click each box and enter new information over the existing information.
6. In the **User Permissions** section, use the **sliders** to add and remove permissions. You can also click **Reset Permissions** in the **System Access** section to set the user's permissions to the default for their assigned role.
7. When finished, click **Save**.

Removing Users

To remove a user, you must set a termination date on the User Details page. Once this date is reached, the user account is automatically disabled. Disabled accounts are prevented from logging in to KidKare.

1. In the **Users** tab, click  next to the user to remove. The User Details page opens.
2. In the **Demographics** section, click the **Termination Date** box and enter the date of termination.

The image shows a 'Demographics' section of a user profile form. It contains the following fields and controls:

- Date Hired:** A date picker field containing the value '01/02/2017'.
- Termination Date:** An empty date picker field, which is highlighted with a blue rectangular box.
- Gender:** Two radio buttons labeled 'Female' and 'Male'. The 'Female' button is selected.

3. Click **Save**.

To reinstate user accounts, return to the user profile and clear the **Termination Date** box.