



CESA 6

CMS4Schools™

USER ACCOUNT MANAGEMENT



TRAINING WEBINAR



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AGENDA



Search/Manage

- User Search
- User Information
- Add/Edit User



4Schools Groups

Internal groups used for:

- Filtering on the Search/Manage Screen
- Mass updating 4Schools Permissions
- Mass updating WebOffice4Schools resource permissions
- WebOffice4Schools I-Forms routing approval groups



WebOffice 4Schools I-Forms
Webinar Recording

Staff Groups

CMS4Schools



Manage the staff groups that can be selected in the [Faculty List From Faculty Database tool](#) and display in the search filter for the tool.

Staff Directories
Webinar Recording

User Permissions



4Schools Permissions

- User Information
- Account Information
- Permissions

User Permissions

[CMS4Schools Permissions](#)

- General
- Faculty
- Website Administration



User Permissions

[WebOffice4Schools](#)

- General
- Resources

Mass update resource permissions using the 4Schools Groups



Import/Export Users



[Export Users](#)

Exporting existing users can be used to create a spreadsheet that can be used as the starting point for a new import file to update existing users and/or add new users.

[Import Users](#)

Import new users and/or update existing user information.

Photos



- [Import Staff Photos](#)
- [Default Photo](#)

**THANK
YOU!**
QUESTIONS?

CMS4Schools Help Center

4Schools Help Center

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