

How to Sign in as Another User

1. Click on the Actions menu above the filters on the Screening dashboard after logging in.
2. Select Manage Users from the drop-down menu.

SCREENING

Fall Reporting starts on 09/20/2021
Will start in 6 days

Actions

2021-2022

Building All

Screening Select

Status All

District All

Submit

Reset Filters

Show 10 entries

Search:

ACTIONS	STATE ID	STUDENT	TEACHER	BUILDING	FIRST CONTACT SURVEY	FALL	WINTER	SPRING
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3. Search for the user you want to sign in as.
4. Click on the Actions menu corresponding to the user's record.
5. Select Override User from the drop-down menu.
6. When prompted select Yes to sign into the user's account or No to cancel.

Dashboard > Manage Users

AEA All

District All

Building All

Role All

Submit

Reset Filters

Actions

Total Contacts: 1
Filtered Total: 1

Show 10 entries

Search:

Actions	Contact Name	Building Name	Email	Role	Phone	District Name	AEA Name
Actions				Teacher			

Update User of 1 entries

Remove User

Override User

Previous 1 Next

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