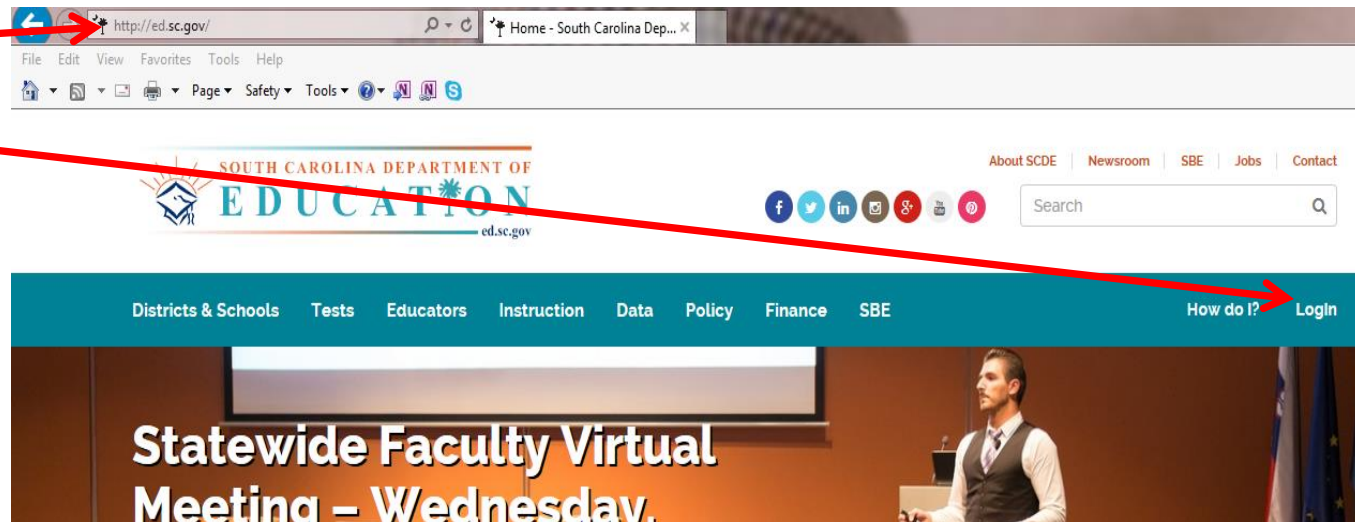


Step 1: Go to <http://www.ed.sc.gov/>, then select "LOGIN"



The image shows the login page for the SCDE Web Site Member Center. The page has a blue header with the text "Login to the SCDE Web Site Member Center". Below the header, there is a section titled "Log on using E-Mail Address". This section contains two input fields: "User Id / E-mail:" and "Password:". To the right of these fields is a "Log On" button. Below the input fields, there is a link for "Teachers" and a link for "Click here to view Certification Status". At the bottom of the page, there is a message: "If you are experiencing issues with 'Authorization' of your log in, please use the 'Reset Password' option below." Below this message are three buttons: "Create Account", "Reset Password", and "Request Tech Support". A footer note states: "This site is intended for authorized users only."

Step2: Select Web Application Access under User Management

Step 3: Select the Users tab

- [Change your security question answers](#)

Agency Employee Resources

- [Molly Spearman - Welcome Meeting](#)
- [Bus Shop Suggestion Box](#)
- [MySCEmployee](#)
- [SCDE IT Project FAQ](#)
- [SCEIS - Citrix](#)
- [SCEIS - Supplier-Relationship Mgmt \(SRM\)](#)
- [Webmail](#)

Lunch and Learn

- [Lunch and Learn](#)

Agency Applications

- [Agency Editor](#)
- [Agency Routing System](#)
- [eServices Request](#)
- [Survey Tool](#)
- [SAS Visual Analytics Hub](#)

User Management

- [Web Application Access](#)
- [Web Application Access Role Guide](#)

SCDE Applications and Other Forms

[The Diploma Order Tracking System \(DOTS\) is now available.](#)
To ensure on-time delivery, the deadline to place Spring Batch Diploma Orders has been extended to [March 4, 2016.](#)

- [School Opinion Survey System](#)

Surveys

Training Resources

Web Applications

* Applications below are for training purposes only.

- [Technology Survey - TESTING ONLY](#)

Tutorials

- [Grants Management Training](#)

[Home](#) [Help](#) [Users](#) [Locations](#) [Applications](#) [Roles](#) [Groups](#)

Waa Web Application Access **3.0**

Current User: Dawn Esposito

Current Location: Department of Education

Current Role: TechSupport/Technical Support Administrator

2.0 - Marked 4/9/2012

Department Web Application Access News

Update Version 3.0 Update 10

Changes In Progress:

1. User Import and Export - Complete.

2. E-mail Change on import - Complete.

3. Application Administration Access - Testing.

4. Role Assignment Information Tool - In process.

5. Move a user - Complete.

6. E-mail user on changes - Complete.

Step 4: Select search for users

Step 5:

Enter the email address of the person to be given system access and select the Search button.

The screenshot shows the 'Users' management interface. The 'Location Selector' on the left has a 'Search for Users' button. The 'User Information' section on the right includes a table for user details and a form for user information.

Location Selector

Click on a location to bring up users from that location.
or
Search for Users

► South Carolina (15)

User Information

Table:

First Name	Last Name	Email Address	Org Name

User Info | User Roles | Secondary Locations | User Groups | Application Admin ... | User Admin Status

E-mail Address

First Name

Last Name

Phone Number

Fax Number

Title

Street Address

City

State

Zip

Grace Logins Left

Last Login Time

User Disabled?

Disabled Date

Password Expires

The screenshot shows the 'Users' management interface with the 'Search Users' section active. The 'Search Users' section has input fields for Last Name, First Name, E-mail, and Phone, and a 'Search' button. The 'User Information' section on the right is the same as in the previous screenshot.

Search Users

Enter search strings to bring up users that match those strings.
or
Manage Users by Location

Last Name

First Name

E-mail

Phone

Search

User Information

Table:

First Name	Last Name	Email Address	Org Name

User Info | User Roles | Secondary Locations | User Groups | Application Admin ... | User Admin Status

E-mail Address

First Name

Last Name

Phone Number

Fax Number

Title

Street Address

City

State

Zip

Grace Logins Left

Last Login Time

User Disabled?

Disabled Date

Password Expires

Step 6:

Select the correct user from the displayed list.

Step 7:

Select the User Roles tab.

The screenshot shows the 'User Information' page with the 'User Roles' tab selected. The 'Search Users' panel on the left contains search criteria: Last Name, First Name, E-mail (desposito), and Phone. The 'User Roles' table lists the user 'Dawn Esposito' with email 'desposito@ed.sc.gov' and org 'Department of Education'. The 'User Info' panel on the right shows user details: E-mail Address (desposito@ed.sc.gov), First Name (Dawn), Last Name (Esposito), Phone Number, Fax Number, Title (Business Analyst), Street Address (1429 Senate Street), City (Columbia), State (South Carolina), and Zip (29201). It also shows login statistics: Grace Logins Left (3), Last Login Time (Tue Mar 29 10:19:00 GMT-0400 20:), User Disabled? (false), Disabled Date, and Password Expires (Mon Dec 7 12:28:00 GMT-0500 20).

Step 8:

Select the *Technology Counts Survey – District* role and drag it from Available Roles to Assigned Roles.

The screenshot shows the 'User Information' page with the 'User Roles' tab selected. The 'Search Users' panel on the left contains search criteria: Last Name, First Name, E-mail (desposito), and Phone. The 'User Roles' table lists the user 'Dawn Esposito' with email 'desposito@ed.sc.gov' and org 'Department of Education'. The 'User Info' panel on the right shows user details: E-mail Address (desposito@ed.sc.gov), First Name (Dawn), Last Name (Esposito), Phone Number, Fax Number, Title (Business Analyst), Street Address (1429 Senate Street), City (Columbia), State (South Carolina), and Zip (29201). It also shows login statistics: Grace Logins Left (3), Last Login Time (Tue Mar 29 10:19:00 GMT-0400 20:), User Disabled? (false), Disabled Date, and Password Expires (Mon Dec 7 12:28:00 GMT-0500 20).

The 'Available Roles' panel on the left lists the following roles:

- Technology Coordinator
- Technology Counts Survey - District User
- Technology Counts Survey - School User
- Testing Coordinator
- Testing Grant Coordinator
- Testing Grant Finance
- Title I - Migrant Education Coordinator

The 'Assigned Roles' panel on the right shows the role 'Technology Counts Survey - District User' assigned to the user. A red arrow points from the 'Available Roles' list to the 'Assigned Roles' panel.