

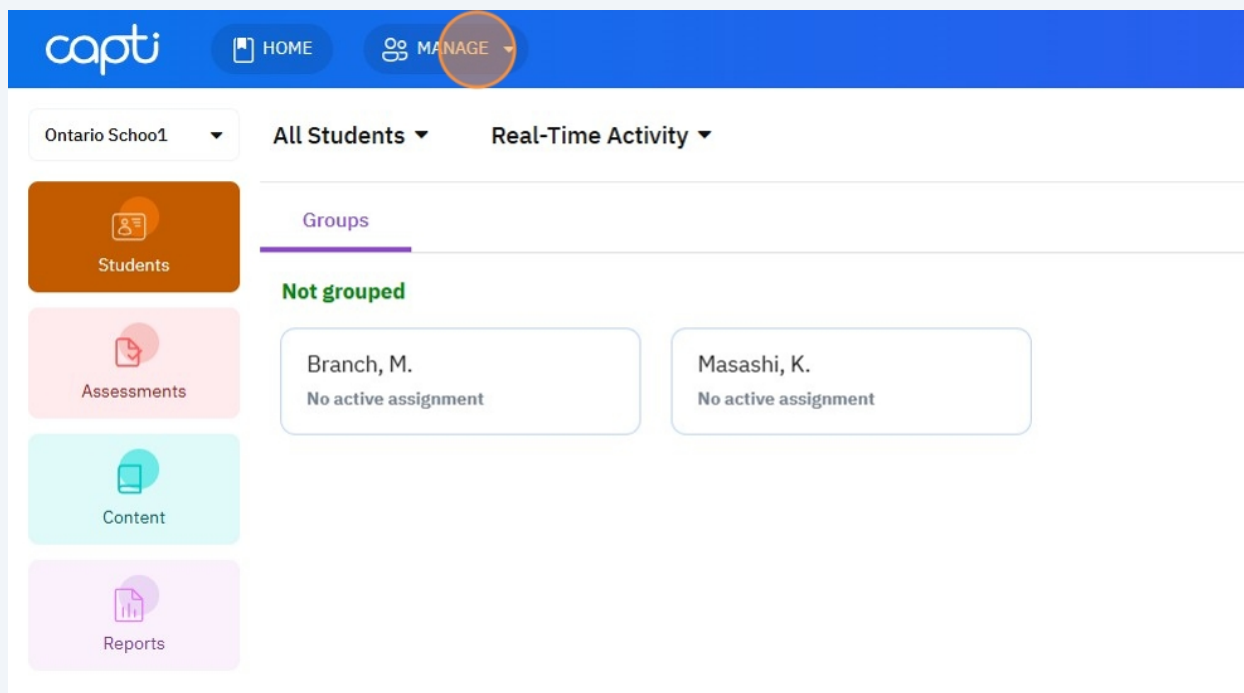
How to Edit Member Access in a Clever/Classlink/SFTP-Rostered Capti Account

This guide provides a straightforward process for editing member access in a Clever/Classlink/SFTP-Rostered Capti account, ensuring you can efficiently manage user permissions. By following these steps, you can easily customize roles to enhance collaboration and streamline administrative tasks.

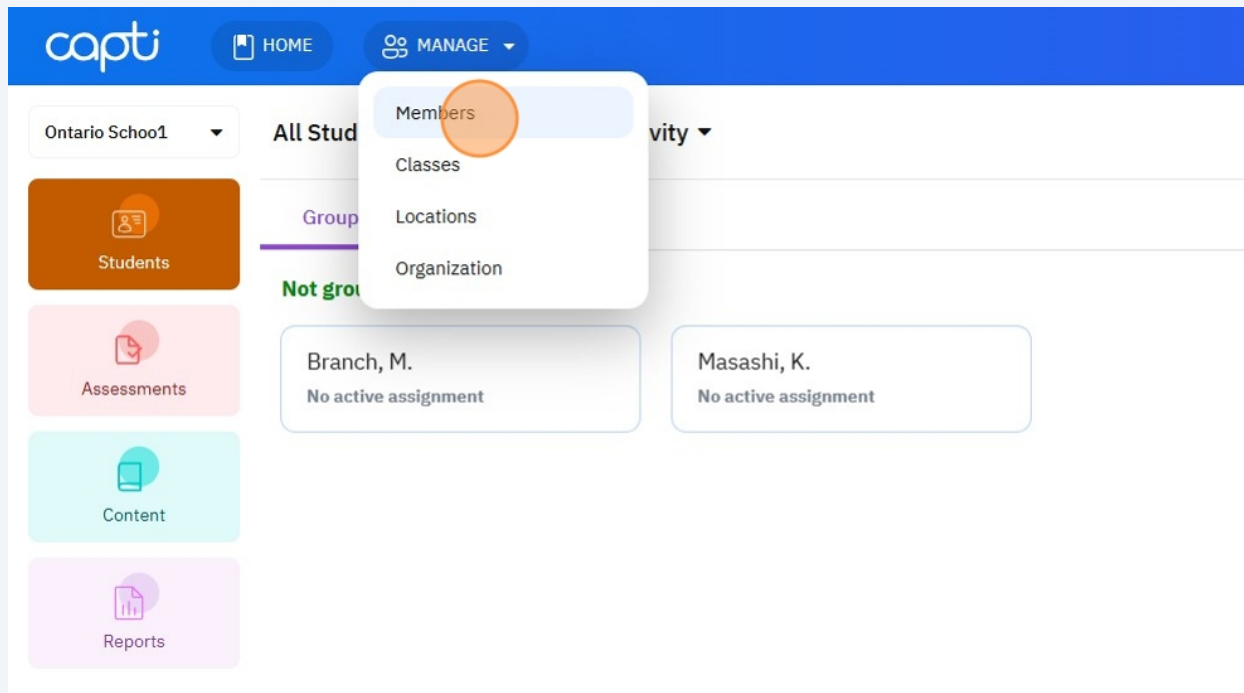


This steps shown in this guide require district admin access in a Capti account.

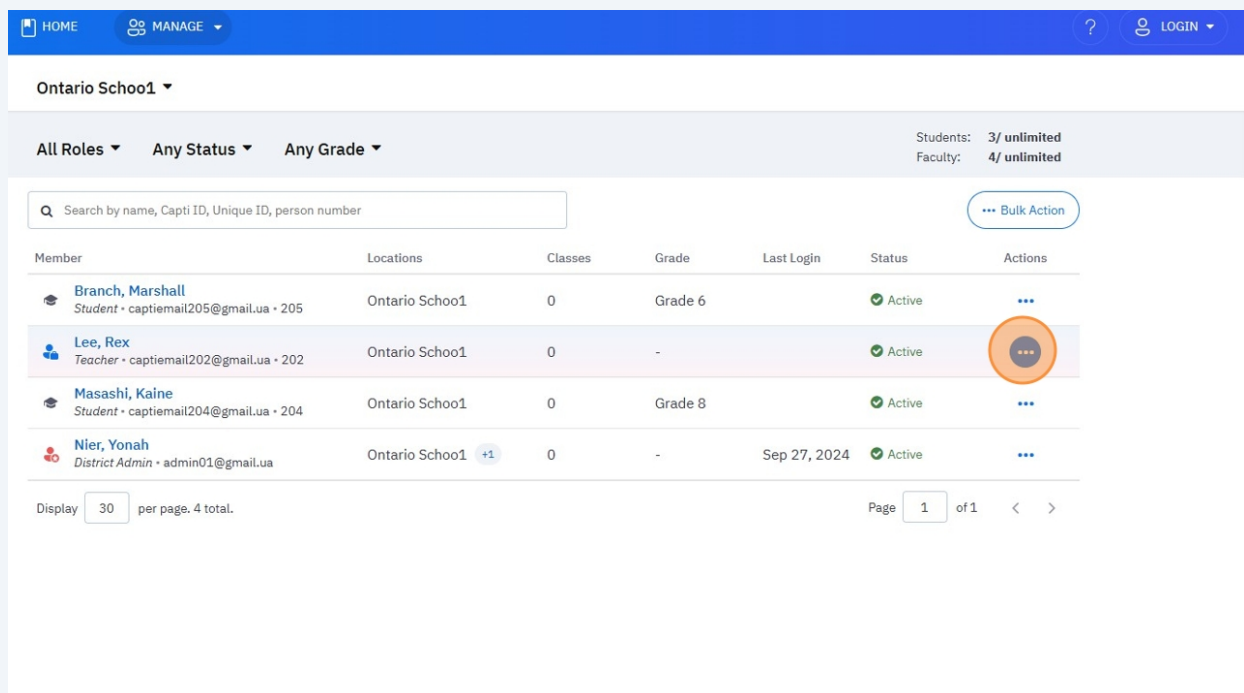
1 Click "Manage"



2 Click "Members"



3 Find the user you want to edit role permissions for and click "..." next to their name



4 Click "View Details..."

Students: 3/ unlimited
Faculty: 4/ unlimited

... Bulk Action

Locations	Classes	Grade	Last Login	Status	Actions
Ontario Schoo1	0	Grade 6		✓ Active	...
Ontario Schoo1	0	-		✓ Active	...
Ontario Schoo1	0	Grade 8		✓ Active	...
Ontario Schoo1 +1	0	-	Sep 27, 2024	✓ Active	...

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- View Details...
- Classes Enrollment...
- Location Enrollment...
- Reset Password...
- Change Password...
- Send email...
- Remove from Location...
- Remove from organization...

5 Click "Do not sync this member"

Teacher • captiemail202@gmail.ua • 202
Masashi, Kaine
Student • captiemail204@gmail.ua • 204
Nier, Yonah
District Admin • admin01@gmail.ua

Display 30 per page. 4 total.

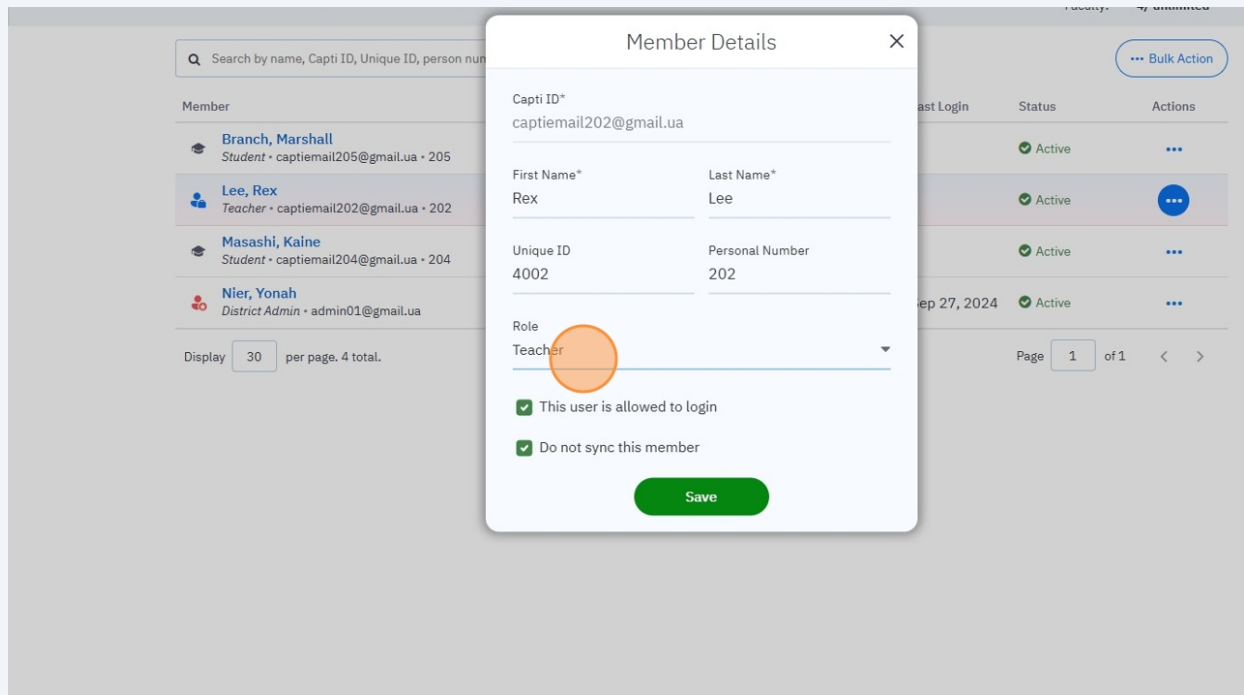
Unique ID 4002
Personal Number 202

Role Teacher

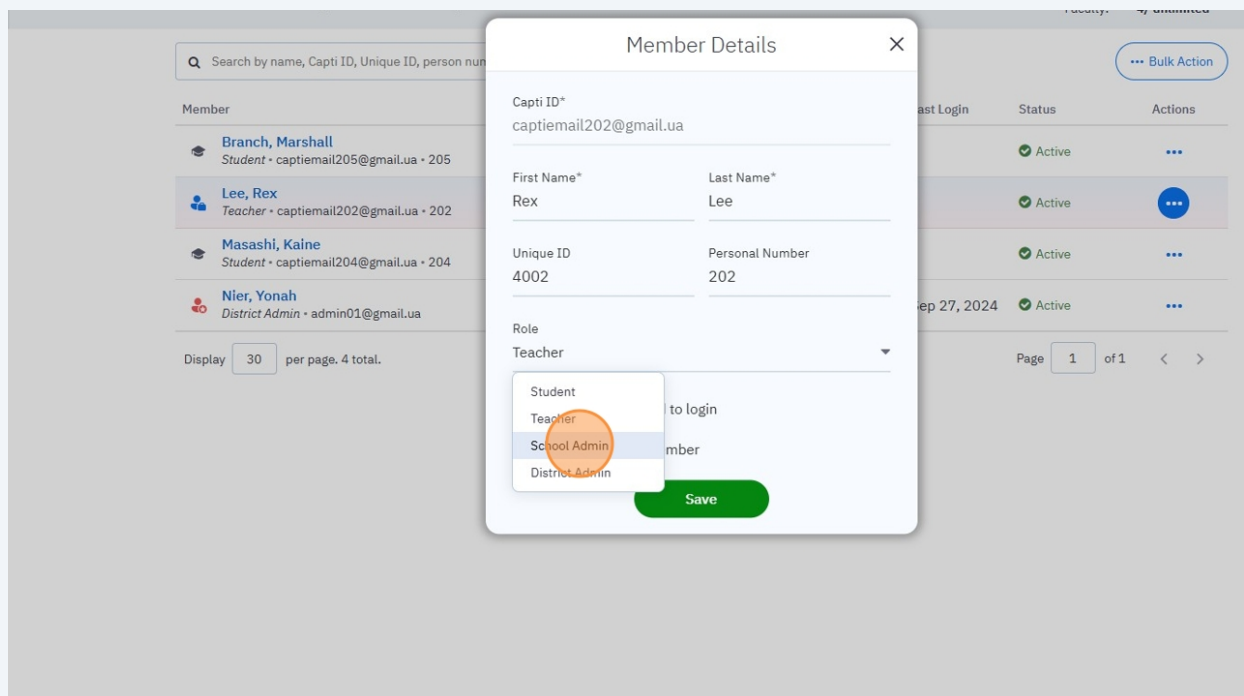
☒ This user is allowed to login
☐ Do not sync this member

Save

6 Click the Role dropdown menu



7 Select the new role you want for this user



8

Click "Save"

Member Details

Capti ID*
captiemail202@gmail.ua

First Name*
Rex

Last Name*
Lee

Unique ID
4002

Personal Number
202

Role
School Admin

☒ This user is allowed to login

☒ Do not sync this member

Save

Background content:

Search by name, Capti ID, Unique ID, person number

Member

Branch, Marshall	Student • captiemail205@gmail.ua • 205
Lee, Rex	Teacher • captiemail202@gmail.ua • 202
Masashi, Kaine	Student • captiemail204@gmail.ua • 204
Nier, Yonah	District Admin • admin01@gmail.ua

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