



# User Manual

EDUKIT Content Management System  
([www.edu.kh.ua](http://www.edu.kh.ua))

**“Managing user accounts”**

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## Contents

1. Managing user accounts .....	3
---------------------------------	---

# 1. Managing user accounts

If you want to adjust user accounts: change user names, passwords and the language or

delete new users, press on the icon . You will see the following window:



PIC. 1

This window lets you:

 **Edit user data:**

### Edit user

First Name:

Last Name:

User Name:

Email:

Password:

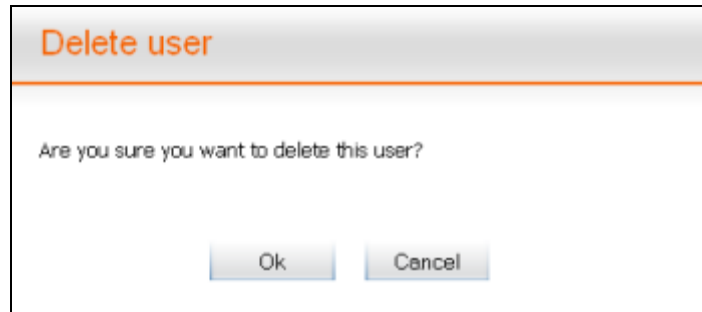
Confirm Password:

Role:  ▼

PIC. 2

Here you can change the first and last names, the account name, email address and choose a group from the list. If you want to save the changes, press **SAVE**, or press **CANCEL** to discontinue the process.

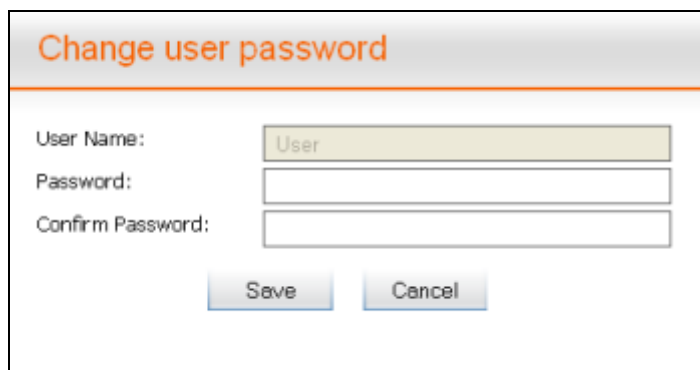
 **Delete a user account:**



**PIC. 3**

If you want to delete a user account, confirm it by pressing **OK**, or press **CANCEL** if you want to discontinue the process.

 **Change the password:**



**PIC. 4**

If you want to change the password, just enter it in the line **"Password"** and confirm it in the line **"Confirm password"**.

There is also another function **"Add new user"**, but it is only accessible to the user logged in as **"Admin"**.

Press on the icon  and you will see the following window:

The screenshot shows a web form titled "Add new user" with a light gray header. Below the header, there are seven input fields arranged vertically. The first field is "First Name" with the placeholder text "First Name". The second is "Last Name" with the placeholder "Last Name". The third is "User Name" with the placeholder "User". The fourth is "Email" with the placeholder "user@mail.com". The fifth is "Password" with four black dots. The sixth is "Confirm Password" with four black dots. The seventh is "Role" with a dropdown menu showing "User" and a small downward arrow. At the bottom of the form are two buttons: "Save" and "Cancel".

**PIC. 5**

This window enables you to enter your first and last names, your account name, email address and password and choose a group from the list. If you want to save changes, press **SAVE**, or press **CANCEL** if you want to stop the process.