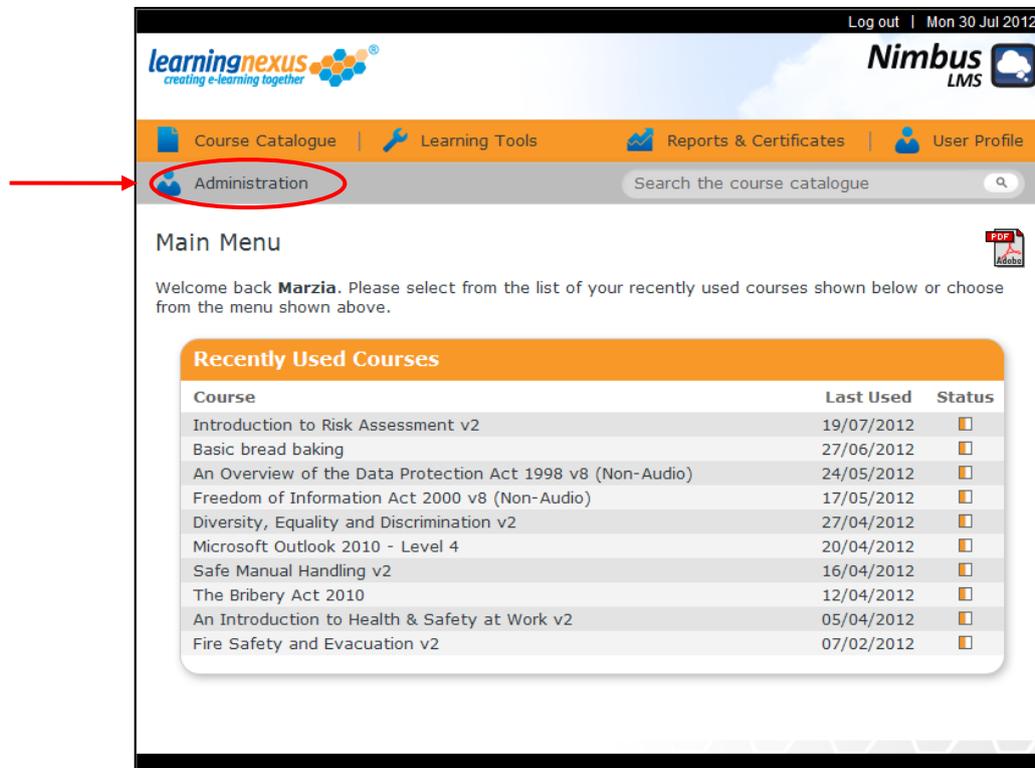


If you need to change the access level for any of the users of your LMS (i.e. they currently have user access but they need to be site administrator), you can easily amend the account by following the instructions below:

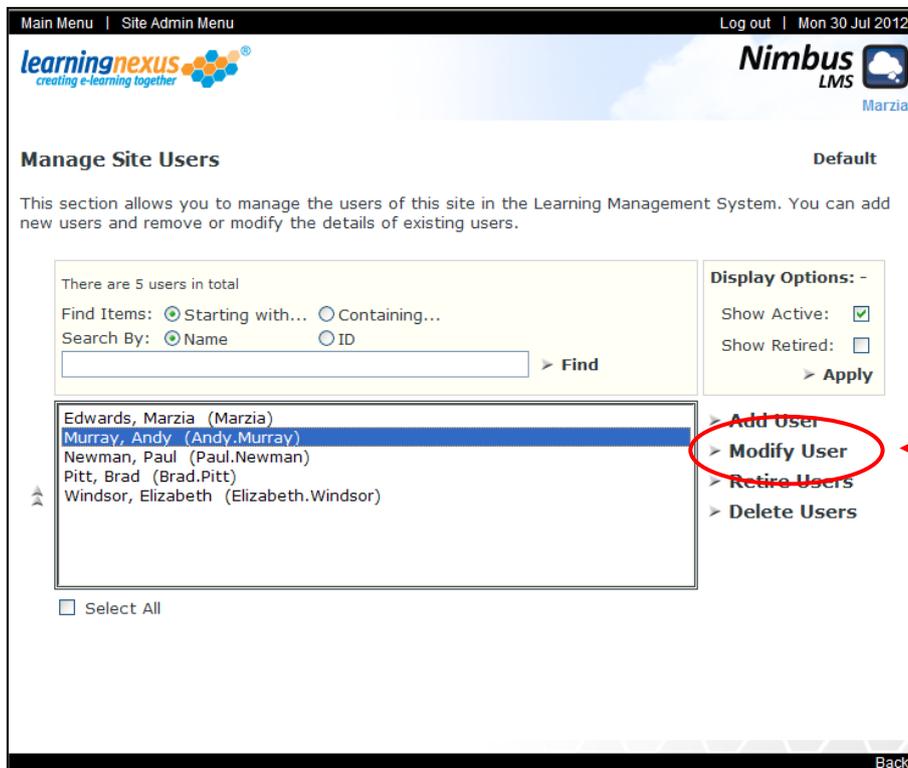
1. From the **Main Menu**, click on the **Administration** option:



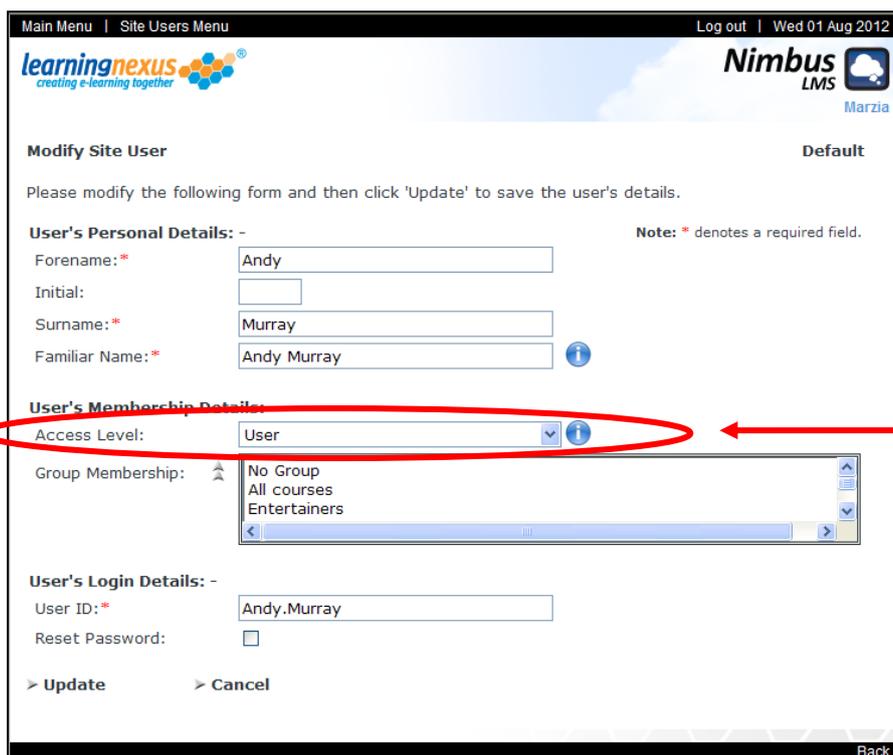
2. This will take you to the **Modify Site Menu** where you will see several options. Click on **Manage Site Users**:



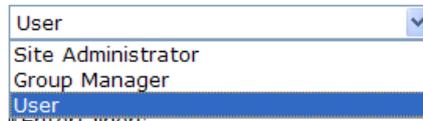
3. You will now see a page displaying the options applicable to users. This page also displays a box containing a list of all the active users registered on the site. Using your mouse, select the user whose access level you need to change, then click on the **Modify User** option:



4. You will now see the page where the details for the selected user are displayed. About halfway down the screen you will see a box called **Access Level**:

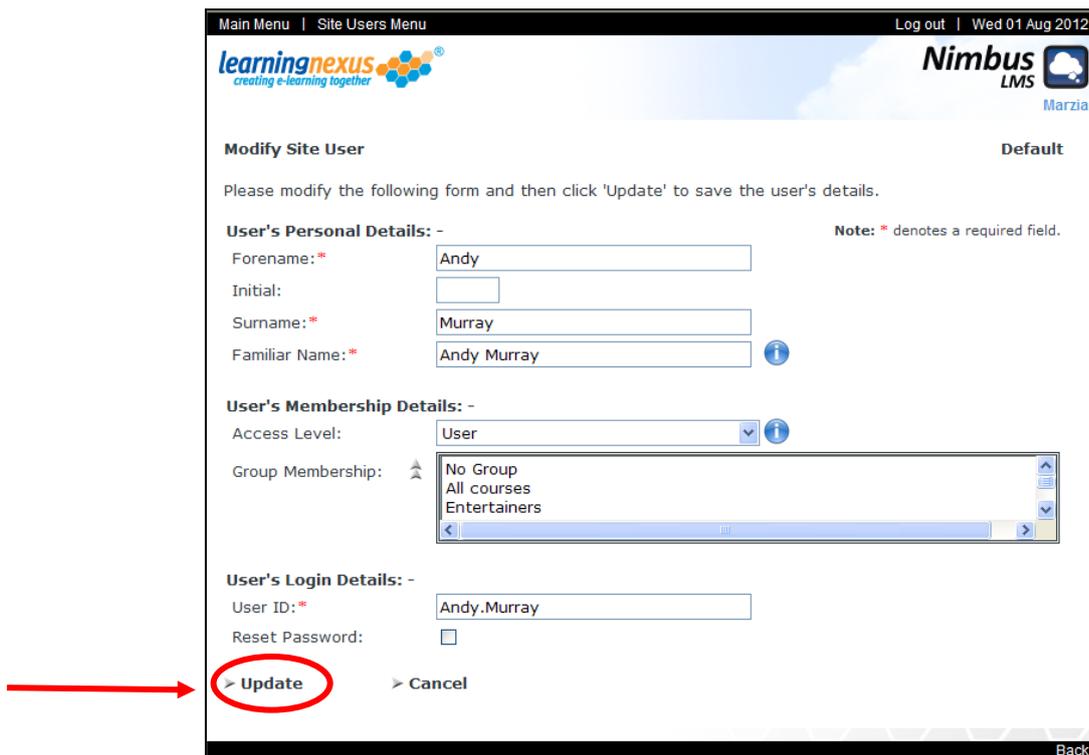


- Open the pull-down menu and select the new level of access you want to allocate to this user:



A screenshot of a web form's pull-down menu. The menu is open, showing four options: 'User', 'Site Administrator', 'Group Manager', and 'User'. The second 'User' option at the bottom is highlighted in blue.

- Click on the **Update** button at the bottom of the screen to save the changes.



A screenshot of the 'Modify Site User' form in the Nimbus LMS interface. The form is titled 'Modify Site User' and includes a 'Default' label. It contains several sections: 'User's Personal Details' with fields for Forename (*), Initial, Surname (*), and Familiar Name (*); 'User's Membership Details' with an 'Access Level' dropdown menu (set to 'User') and a 'Group Membership' list (containing 'No Group', 'All courses', and 'Entertainers'); and 'User's Login Details' with a 'User ID' field (containing 'Andy.Murray') and a 'Reset Password' checkbox. At the bottom, there are two buttons: '> Update' and '> Cancel'. A red arrow points to the 'Update' button, which is also circled in red. The page header shows 'Main Menu | Site Users Menu', 'Log out | Wed 01 Aug 2012', and the 'Nimbus LMS' logo with the name 'Marzia'.