

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:

	Learning Tools	Reports &	Certificates 📥	Use
Administration	>	Search the co	urse catalogue	
Main Menu				
Welcome back Marzia	. Please select from the list	of your recently used of	courses shown below	or ch
from the menu shown	above.			
Pecently Use	d Courses			
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Course			Last Used	St
Course Introduction to Ri	sk Assessment v2		Last Used 19/07/2012	St
Course Introduction to Ri Basic bread baking	sk Assessment v2 g		Last Used 19/07/2012 27/06/2012	St
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 This will take you to the Modify Site Menu where you will see several options. Click on Manage Site Users:

Main Menu	Log out Mon 30 Jul 2012
learningnexus	Nimbus LMS Marzia
Modify Site Menu	Default
Please select from one of the options below:	Information
Modify Site Settings	
Manage Site Groups	
Manage Site Users	
Manage Site Lools	
Site Admin Reports	
Site Risk Reports	
View Site Event Log	
5	
	Back



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:

Main Menu Site Admin Menu learningnexus estimation and a second	Log out 1 Mon 30 Jul 2012 Nimbus LMS Marzia
Manage Site Users This section allows you to manage the users of this site in the new users and remove or modify the details of existing users.	Default e Learning Management System. You can add
There are 5 users in total Find Items: ③ Starting with 〇 Containing Search By: ④ Name	Display Options: - Show Active: ✓ Show Retired: ✓ ➤ Apply
Edwards, Marzia (Marzia) Murray, Andy (Andy.Murray) Newman, Paul (Paul.Newman) Pitt, Brad (Brad.Pitt) Windsor, Elizabeth (Elizabeth.Windsor)	 Add User Modify User Retire Users Delete Users
Select All	

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:**

odify Site User	Default
ease modify the following form and then click 'Update' to save the	user's details.
ser's Personal Details: -	Note: * denotes a required field.
Forename:* Andy	
nitial:	
Surname:* Murray	
-amiliar Name:* Andy Murray	0
ser's Membarchie Details: Access Level: User 🔍	
Sroup Membership:	
Entertainers	~
ser's Login Details: -	
Jser ID:* Andy.Murray	
Reset Password:	
er's Login Details: - er ID:* Andy.Murray	>
eset Password:	
Update > Cancel	



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

User	~
Site Administrator Group Manager	
User	

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

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ig form and then click 'Update' to save	e the user's det N	tails.
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