

## USER GUIDE

### How to manage users

#### Step one – Sign in and navigate to manage users screen

As an admin user, you will be able to add, edit or deactivate users for your organisation.

Simply click on 'Manage users' on the menu.

#### Step two – Add, edit or deactivate users

Once you've navigated to the 'Manage users' screen, you'll see the list of users currently associated with your organisation.

To **edit or deactivate a user**, click on the drop-down arrow to the right of the profile and select 'Edit' or 'Deactivate'.

To **add a user**, click the 'Add user' button.

This will open the 'Edit user' or 'Add user' screen where you can create or edit a user's profile.

If you have deactivated the user, that user will no longer be able to access mySkillsSA.

#### Step three – Check the details

Once you've provided all the information required, click on the 'Continue' button. This will take you to the screen where you can check the details.

#### Step four – Submit

If you're confident with the details provided, click 'Submit'.

The user has now been provided with authority to access mySkillsSA for your organisation. They will now need to sign up using this link: <https://skills-sa.my.site.com/mySkillsSA/s/login?isExisting=true>

If you updated your email, when you click submit, a validation link will be sent to the new email address provided. The user will not be able to access mySkillsSA until they click on the link and validate their email.