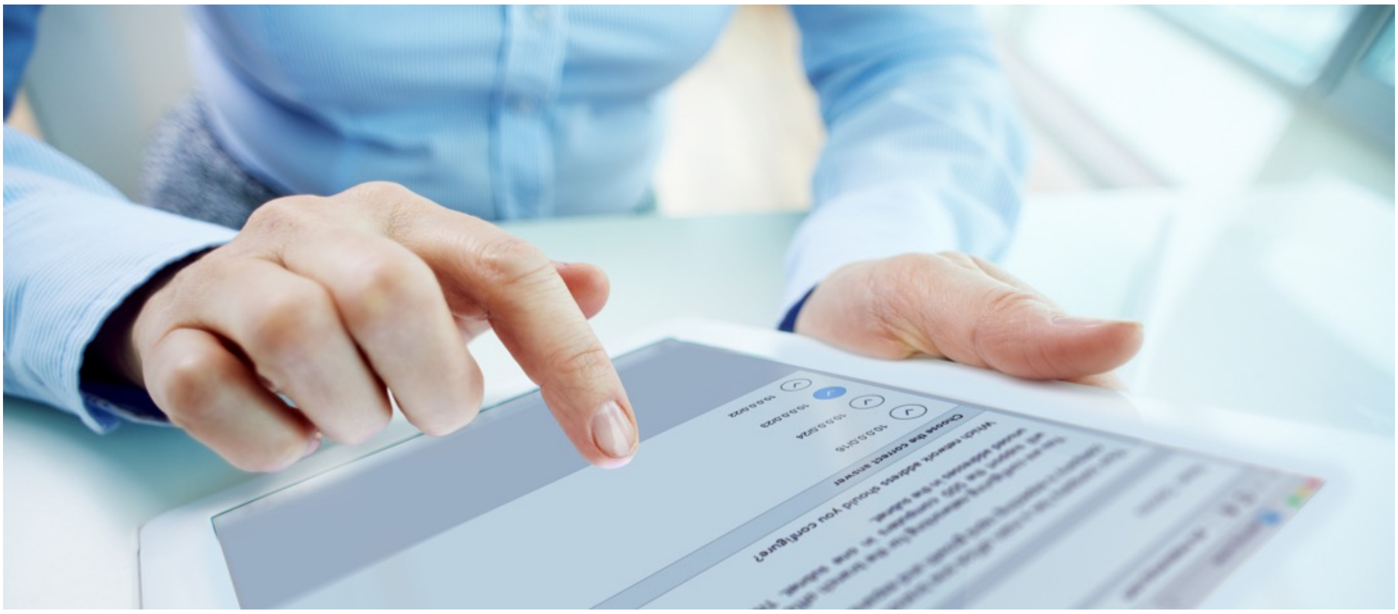
measureup

A MEDIA INTERACTIVA BUSINESS



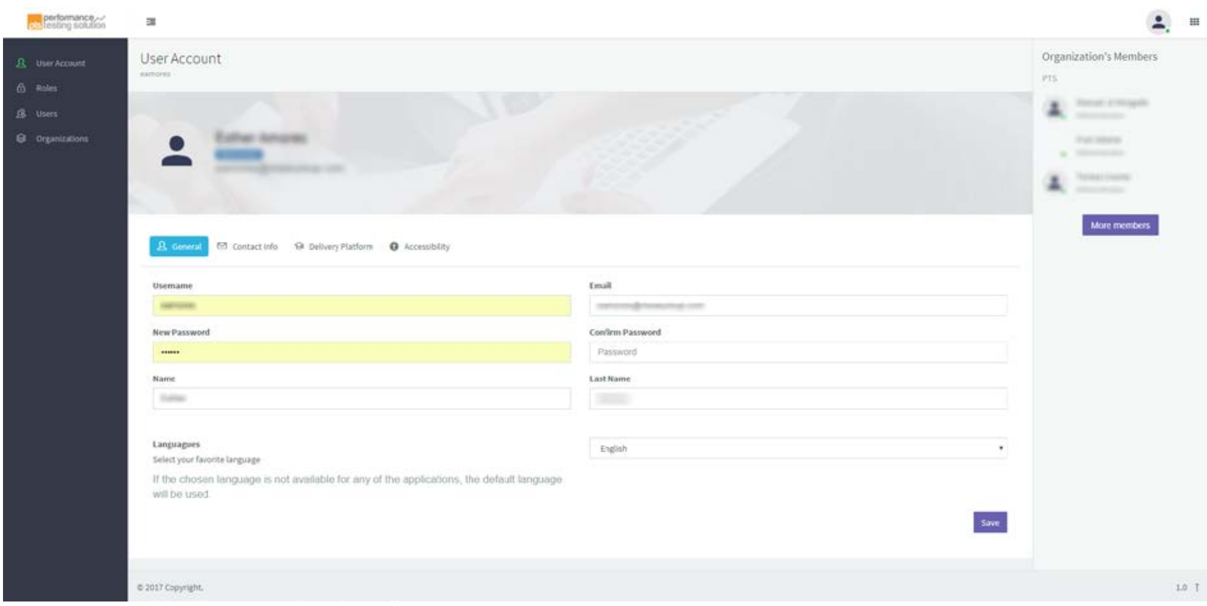
Using the Identity Manager

The Identity Manager allows you to **access PTS and manage different settings** based on your **assigned role**:

- Users with a **basic role** (students) can:
  - Configure their **user profile**
- Users with the **administrator** role can:
  - Configure their **user profile**
  - Manage **users**
  - Manage **users accounts**
  - Manage r**oles**
  - Manage **permissions**
  - Customize the **PLS (IM +Learning Locker)**

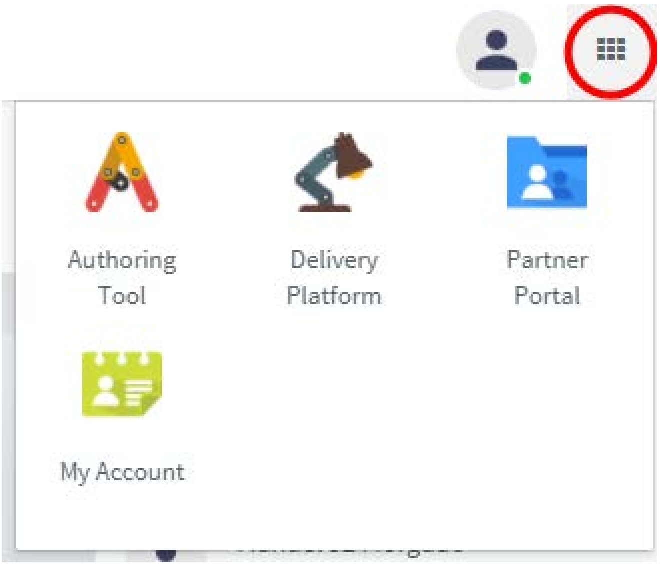
The Identity Manager also allows you to **switch between the apps**, so you do not need to login again.

Homepage

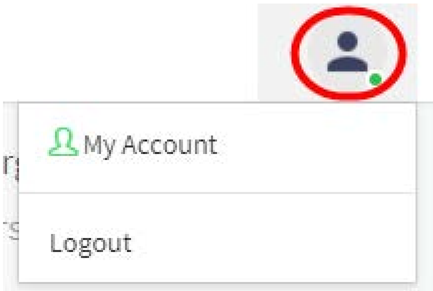


You can **hide** the menu by clicking the icon.

You can **navigate between apps** by clicking the icon.



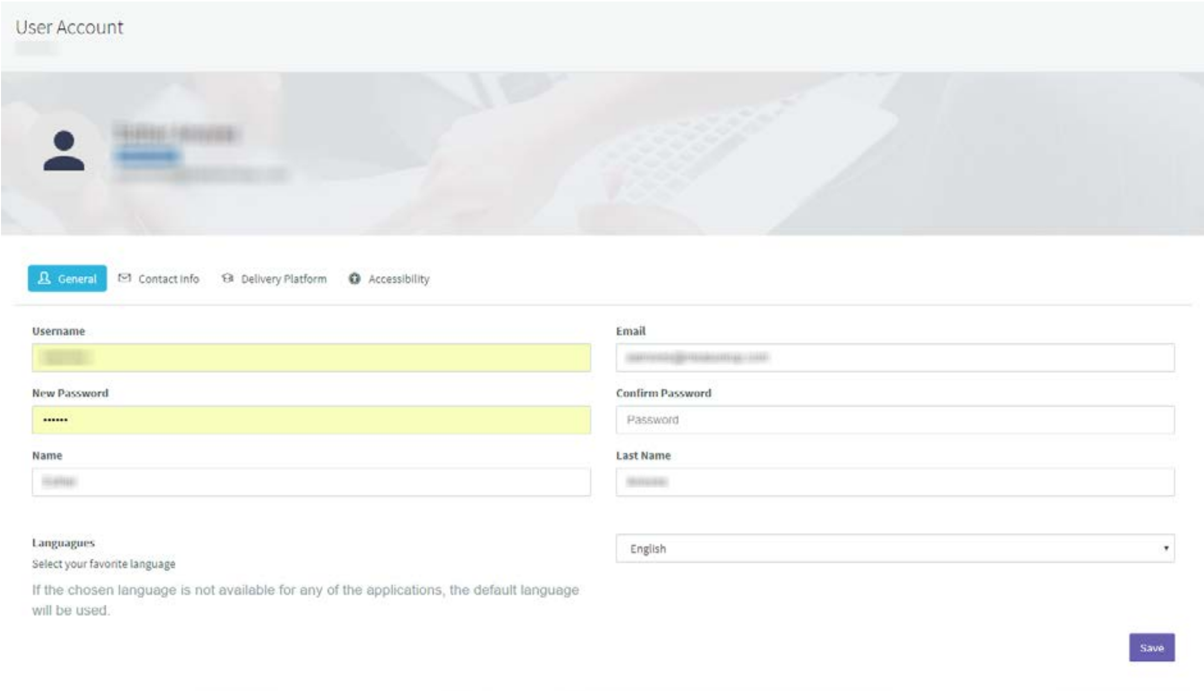
You **access your account or logout** by clicking the user icon.



You will get a different view of the page **based on your assigned role**.

Students view

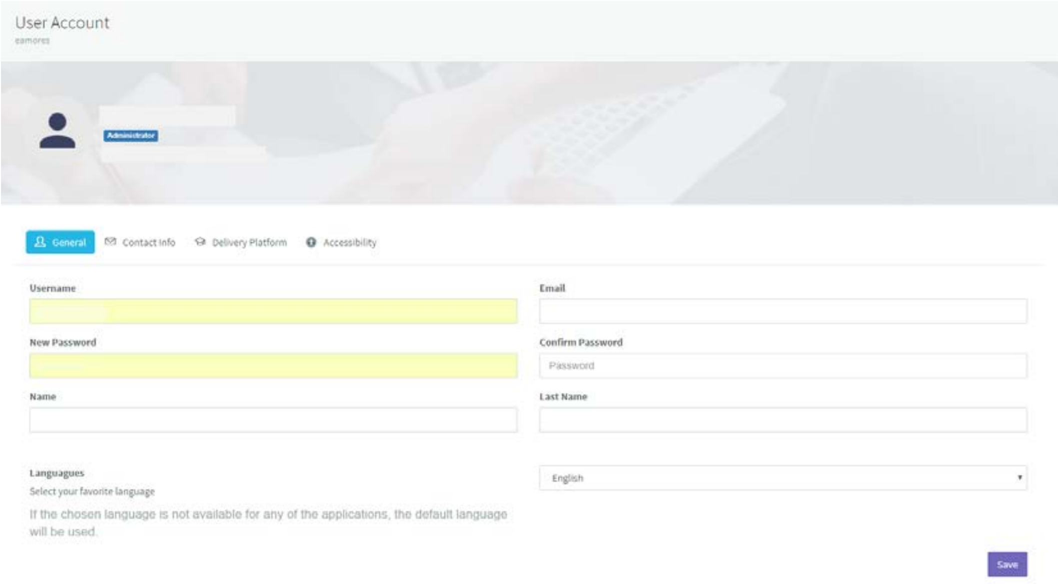
Students are only able to access the **User Account**.



You can navigate through **four different tabs to configure options** related to your **account**, **profile** and **delivery platform**.

Below, you can see the information included in each tab.

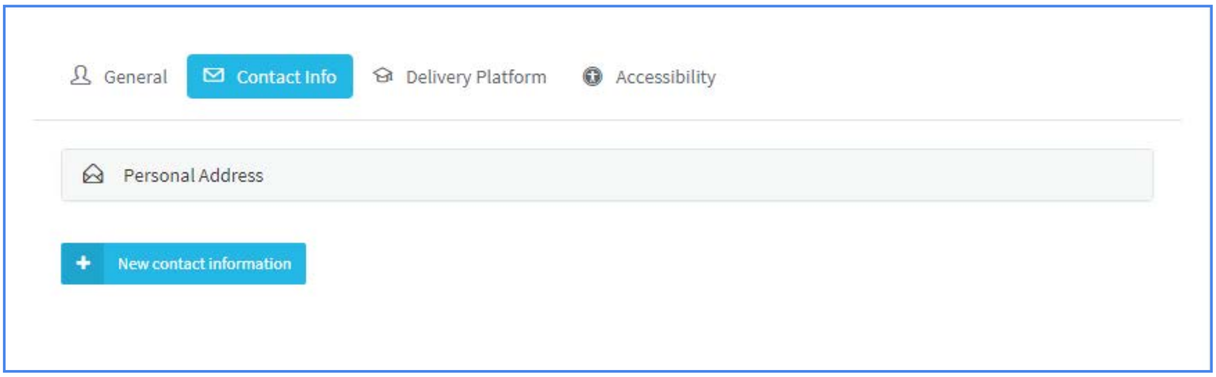
General



Here, you can edit your **username**, **change your password, email address**, **name, surname,** and even select your **favorite language**.

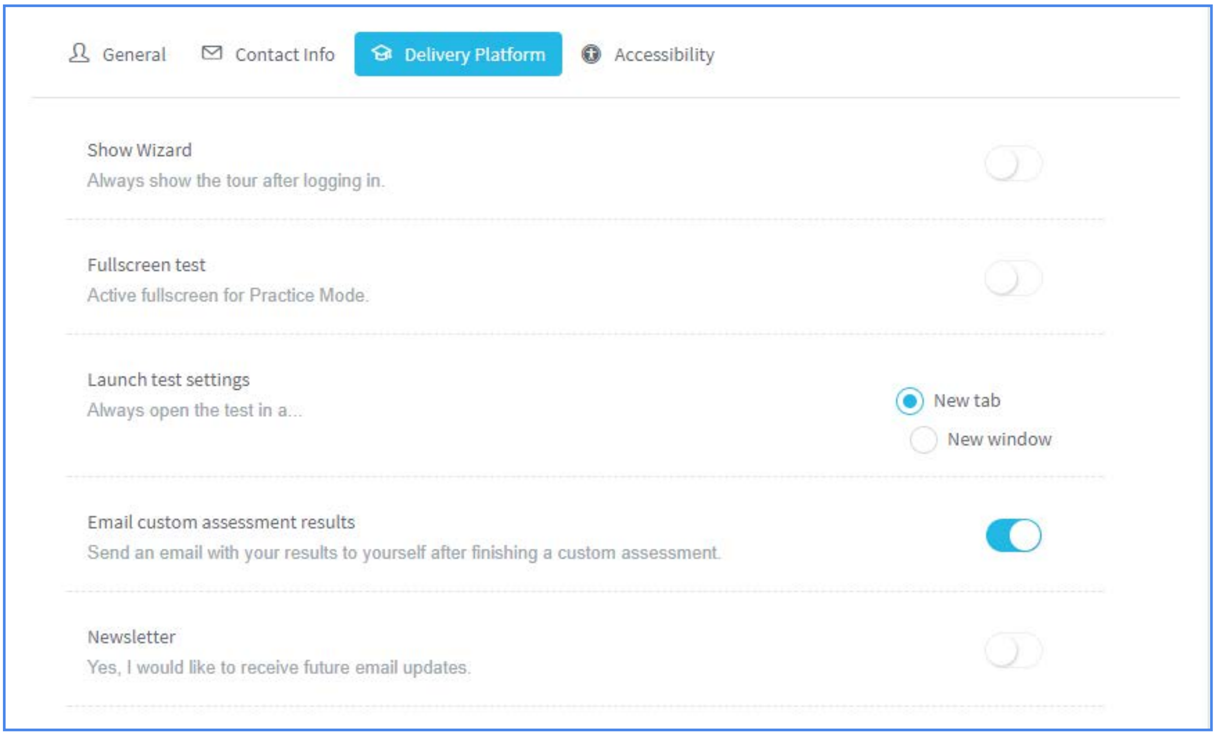
If you want to **change your password**, you must enter your **new password** into the New Password field. Then, you must type it again in the **Confirm Password** field and click **Save** to save the changes.

Contact Info



In this tab, you can **add or modify your address and phone number**, or **add a secondary address or phone number**. Once you have entered the information, click **Save changes**. You can delete any previously saved information by clicking Delete.

Delivery Platform



Here, you can edit the following:

Show Wizard: you can choose to always **show** or **not show the tour** when logging in.

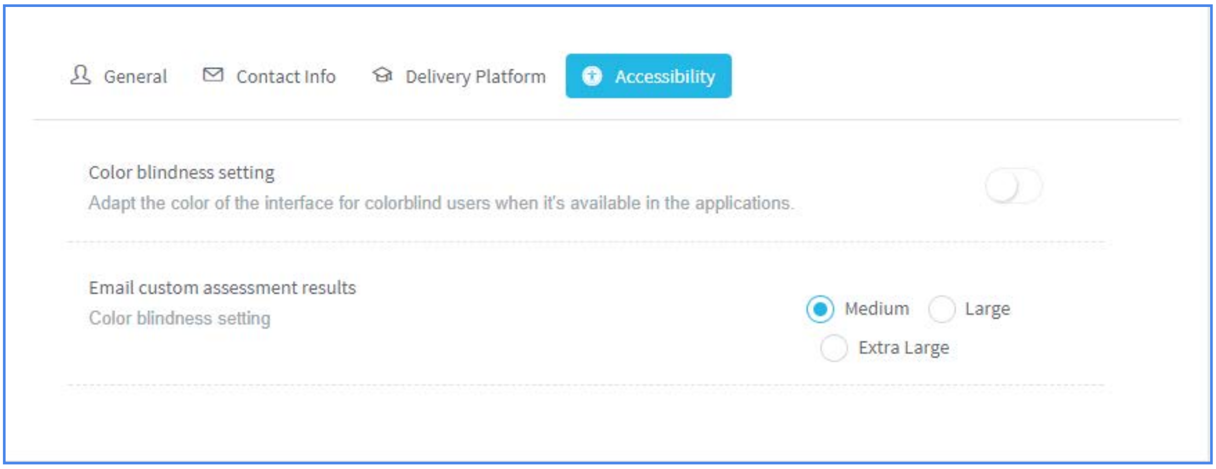
Fullscreen test: turn this setting on if you want to **activate the full screen** when you launch the practice tests.

Launch test settings: you can choose to open the test in a **new tab** or a **new window**.

Email custom assessment results: you can choose if you want to send a message with your results to your email address once you complete a **custom assessment**.

Newsletter: this option allows you **to subscribe to our newsletter**.

Accessibility



Accessibility **allows people with disabilities** or impairments to **customize their access and** to make the most of their study. The following features can be enabled:

Color blindness setting: this setting **adapts the user interface to color-blind mode**, improving the use and identification of the elements for these users.

Font size: it allows the user to **enlarge or reduce the font size displayed in their practice tests**.

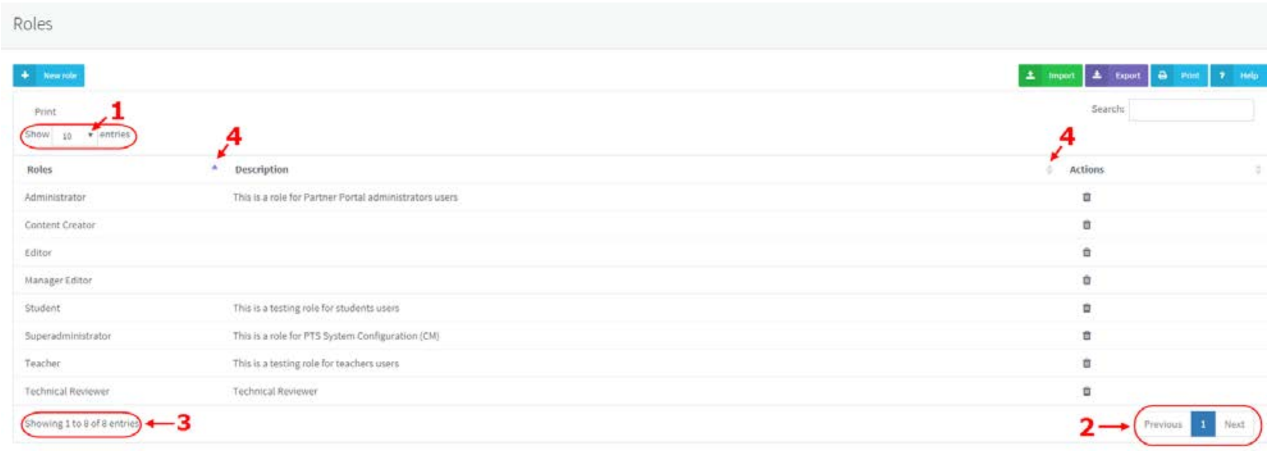
Administrator view

It displays the aforementioned **User Account** section with the following options: **Roles, Users and Organizations**.

Roles

This screen displays all the **roles** which belong to **your organization**.

Change roles list view mode



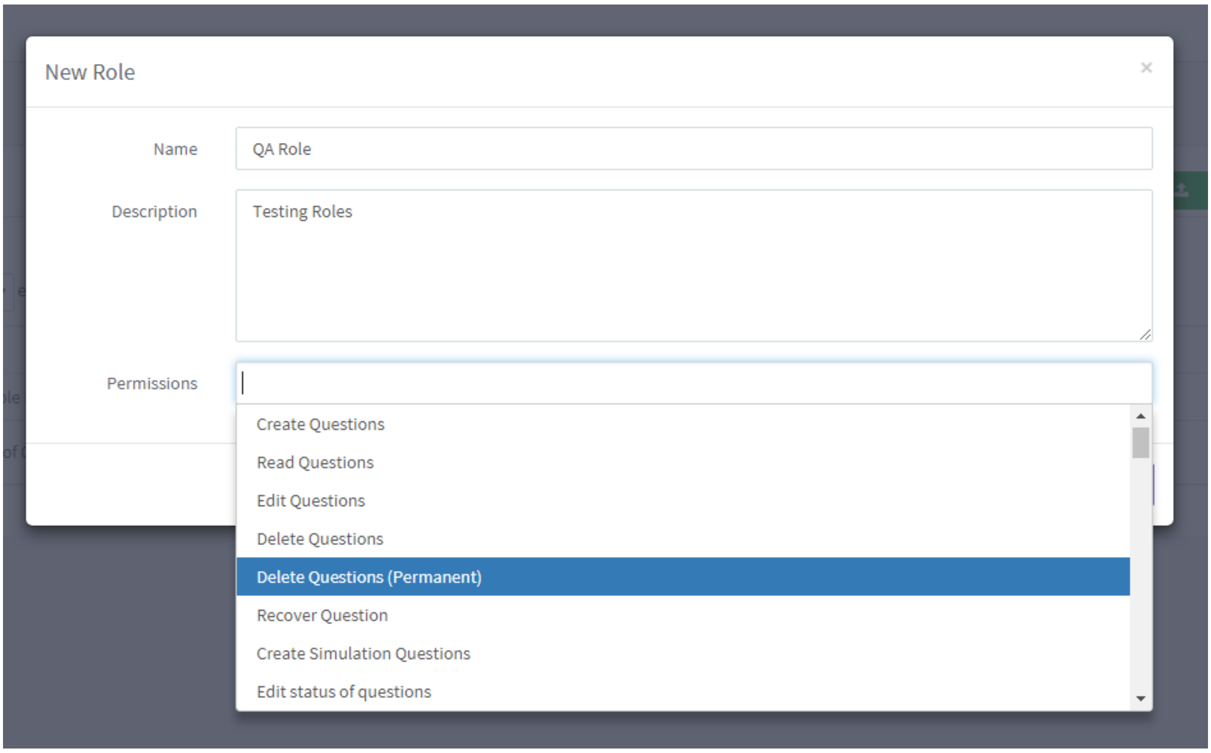
1. You can select from **10, 25, 50 or 100 entries** to be displayed on the roles list. You can **navigate** through the pages clicking **Previous** or **Next.**
2. The **number of roles displayed** on that page always appears here.
3. You can **order the list** by the role **name** or **description**.

Create a new role

A **role** is a label to which assign a **set of permissions** is assigned. These permissions can be **related to** any of the **four applications** (**IM**, **B2B**, **Delivery** and **AT**).

To **create a new role**, click .

The following window opens:



To create a role, these **three fields** are **required**:

- **Name**: enter the **role name**.
- **Description**: describe the role **functions**.
- **Permissions**: choose the **permissions** from the list. When you select a permission, this will be added to the permissions field and will disappear from the list. This functionality prevents a role from having duplicate permissions.

Once you have added all the information, click **Save changes** to save your new entry.

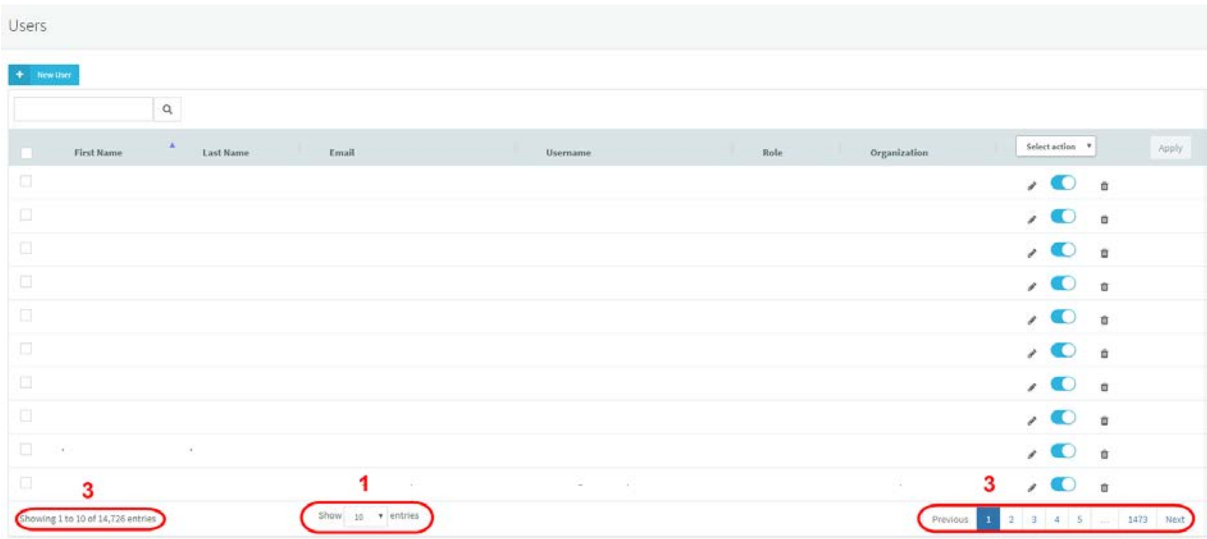
You can also **edit the role** later by clicking the **role name** in the main list.

You can also **delete the role** by clicking the **delete** icon.

Users

This section displays a **list of users which belong to your organization,** as well as those that exist in organizations under yours.

View and search for users



1. You can **select** from **10, 25, 50 or 100 entries** to be displayed on the user list.
2. You can **navigate** through the pages by clicking Previous or Next.
3. The **number of users displayed** on that page always appears here.

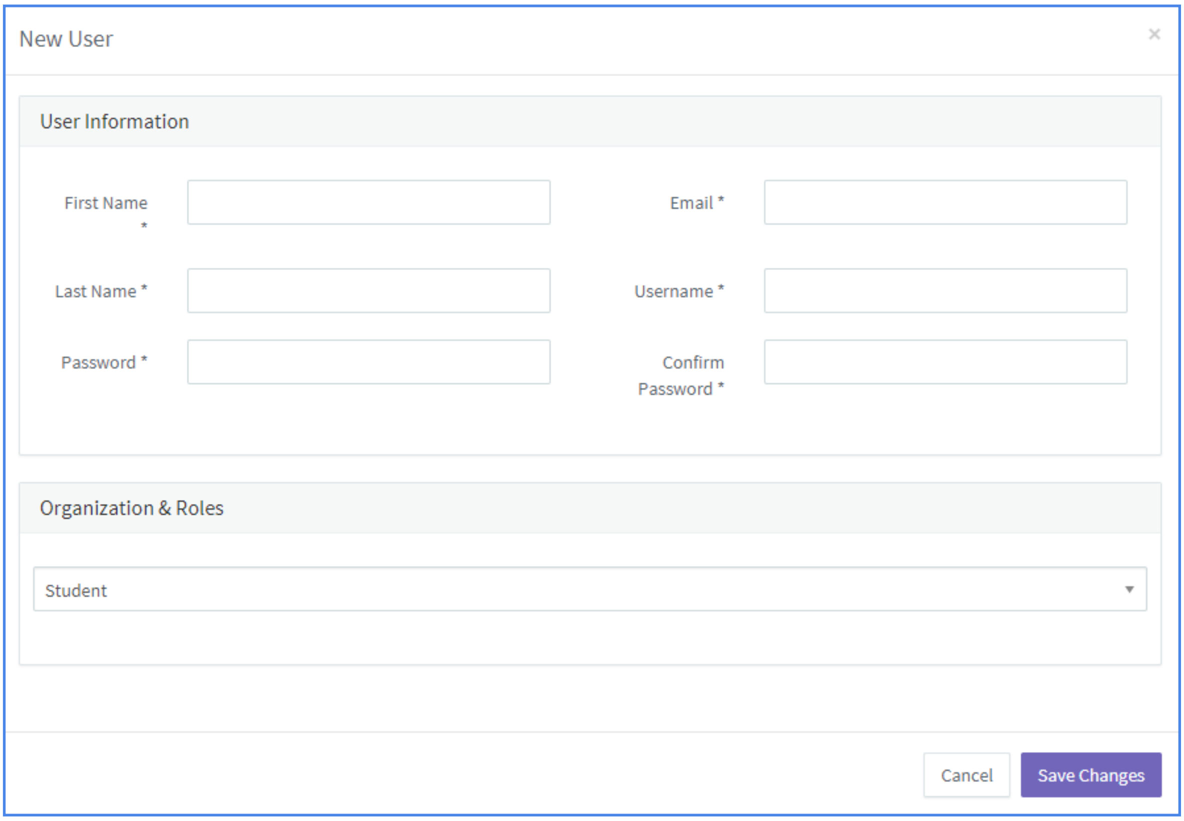
You can **order** the list by **first name, last name, email address, username, role and organization**.

Users can be **searched** by using the **search button**. You can use any of the following fields: **first name, last name, email, username, role, organization**.

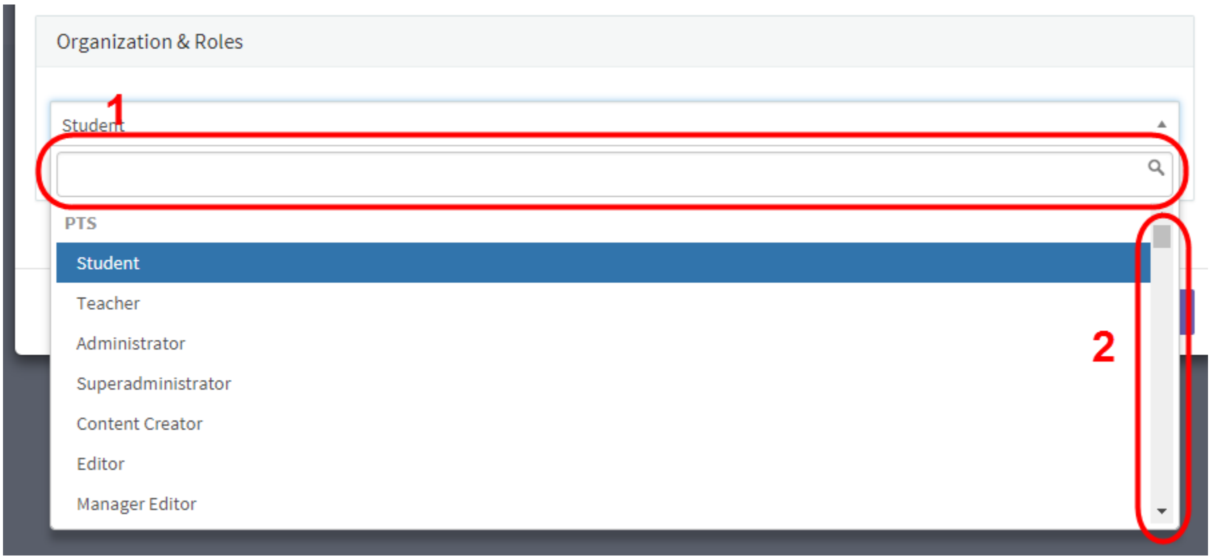
Add a new user

You can **create a new user** by clicking + New User.

The following window opens:

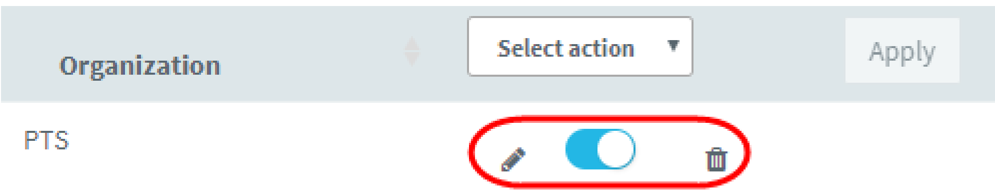


To assign a role within an organization of your choice, you can use the search bar (1) and enter the name of the new organization. Alternatively, you can scroll down until you see the organization name on top of the roles (2).



Note that only one role can be assigned to each user. Once you have created the new user, click Save Changes to save your entry.

Edit, deactivate and delete users



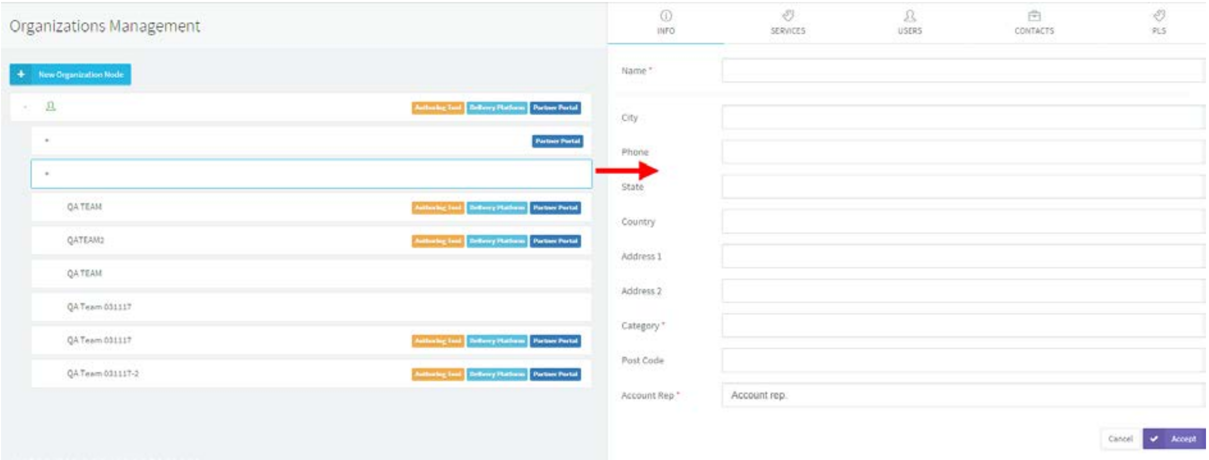
	You can **edit a user** by clicking this icon. It **allows you to change all the field features except** the **password** (only users can reset or change their own password).
	Users can be **deactivated/activated** by clicking this icon (this can also be done in the user information window). Users which have been deactivated **will not have access to PTS** but will remain in the database. They can be activated again.
	Users can be **deleted** by clicking this icon. Note that this is a non-reversible action and the user will be **permanently deleted from the database**.

If **you want to delete, activate and deactivate several users** at the same time, you should **mark the corresponding checkbox**, select the action in the drop-down menu and click Apply.

Organizations

You can **manage your organization** here. You **can organize** your users in different **levels or categories**. A **user can only belong to one organization**. Your **organization** and all the **child organizations** are **displayed**, although parent organizations are not visible.

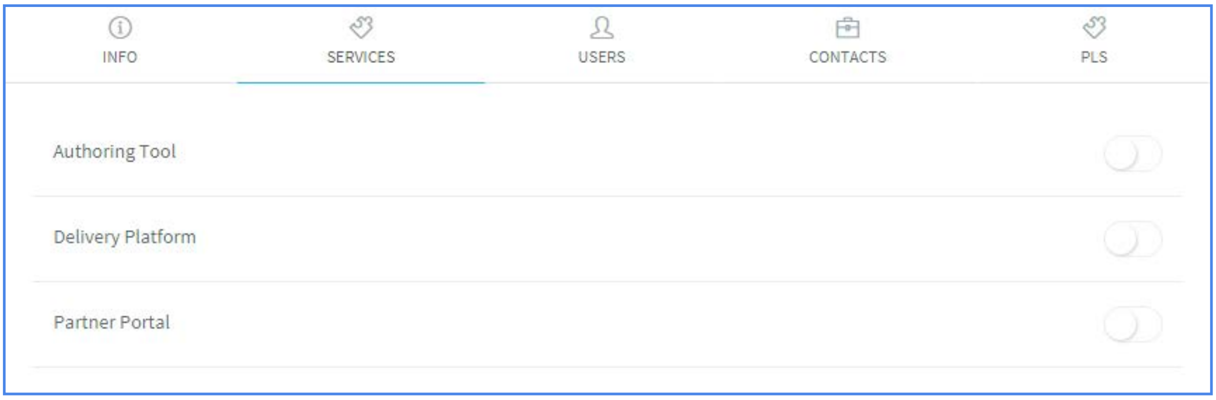
If you **click one of the organizations**, the **details** appear on the right. If you have **sufficient permissions**, you can **edit these details**.



Info tab

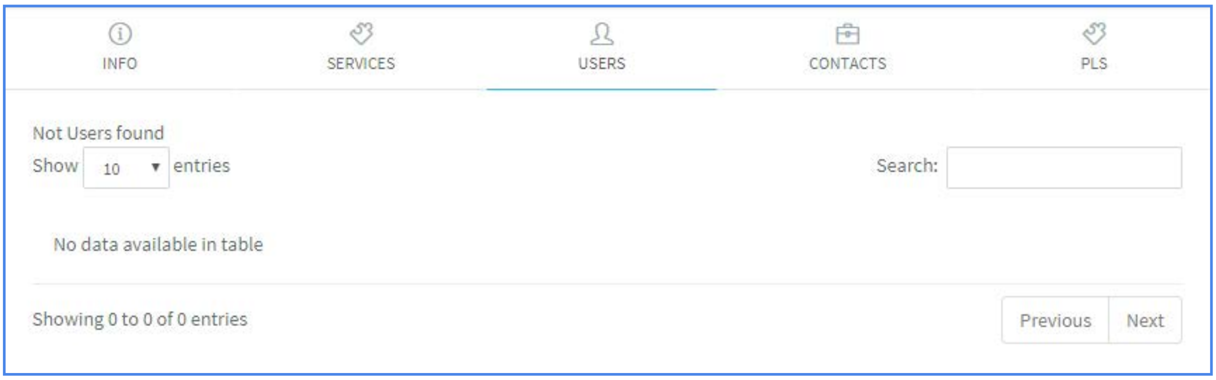
This window shows the **organization details** (as seen above).

Services



You can **configure the users access to the organization's applications**. Those applications to which the user has access to display when you click the icon.

Users

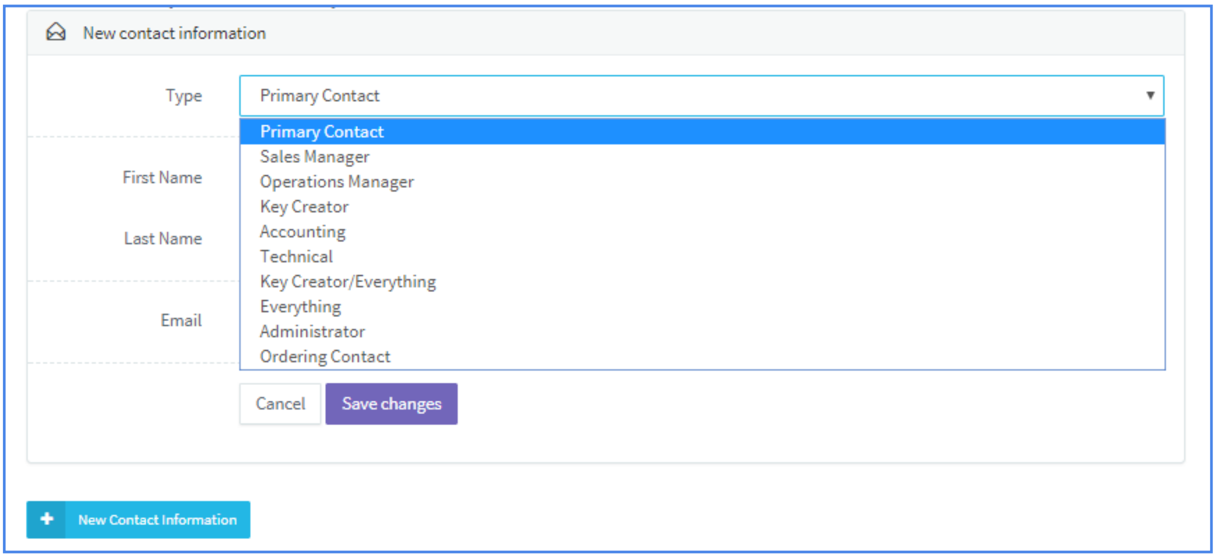


It displays the **list of users which belong to an organization** which you have previously selected, along with their username, photograph and email. Here, you can also **search** for a **specific user**.

Contacts

In this section, we can **add contact information** related to an organization.

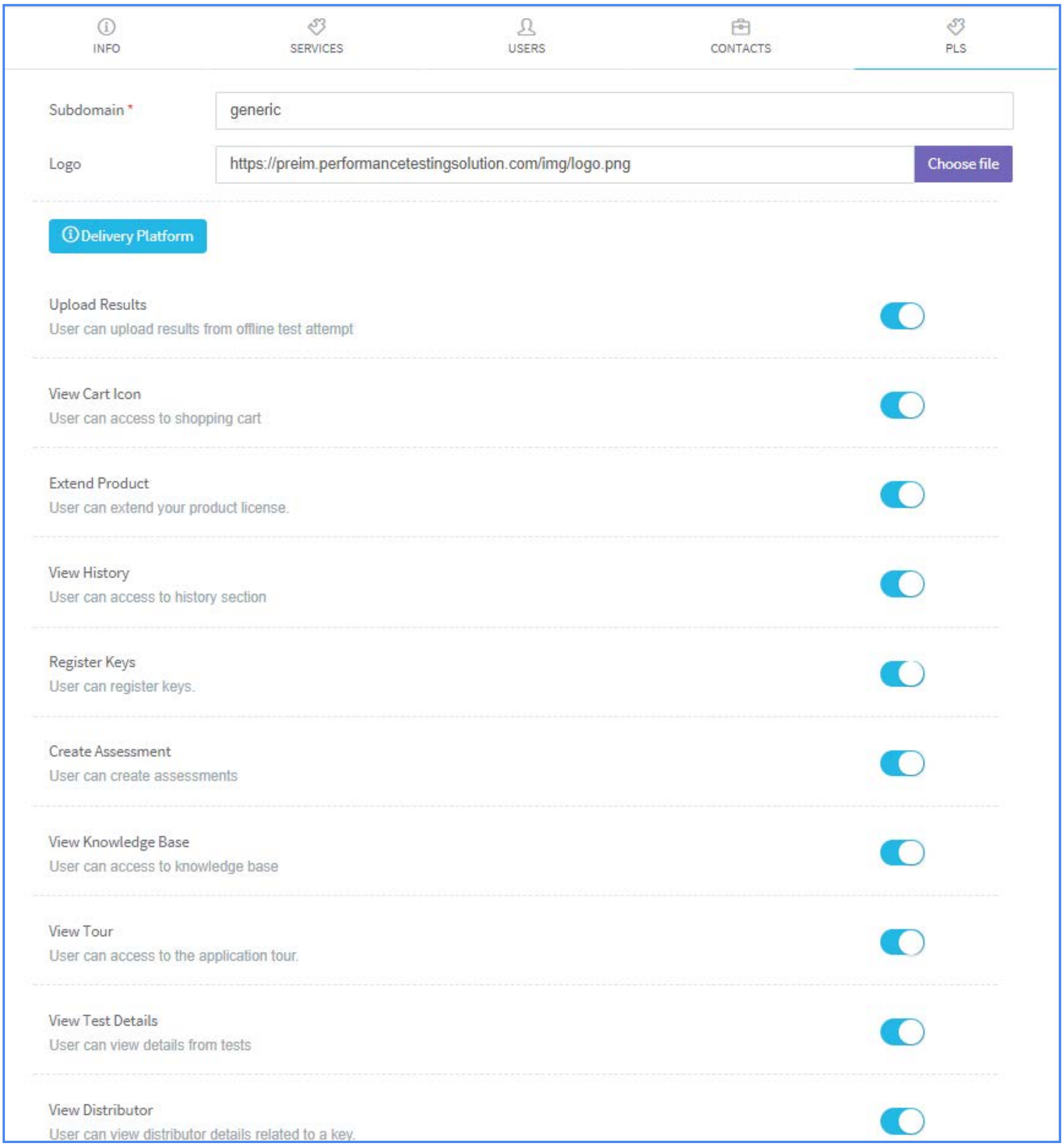
By clicking the **New Contact Information** button, you can open new windows with several fields that can be filled to add new details.


New contact information
Type
Primary Contact
Primary Contact
Sales Manager
Operations Manager
Key Creator
Accounting
Technical
Key Creator/Everything
Everything
Administrator
Ordering Contact
First Name
Last Name
Email
Cancel
Save changes
New Contact Information

PLS

Only **available** for **partner accounts**.

You can **activate** or **deactivate** the following options:



- Upload Results
- View Cart Icon
- Extend Product
- View History
- Register Keys
- Create Assessment
- View Knowledge Base
- View Tour
- View Test Details
- View Distributor
- Edit Profile
- Show Logo
- Logo Alternative Text
- Logo Alternative Text
- View Demo button
- View For Assessments
- Firsts Pages Tutorial
- Back to locker

To save the changes, click Save.