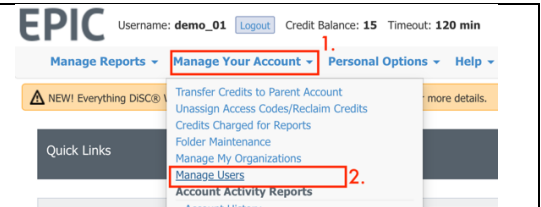


## Managing EPIC Administrator Users

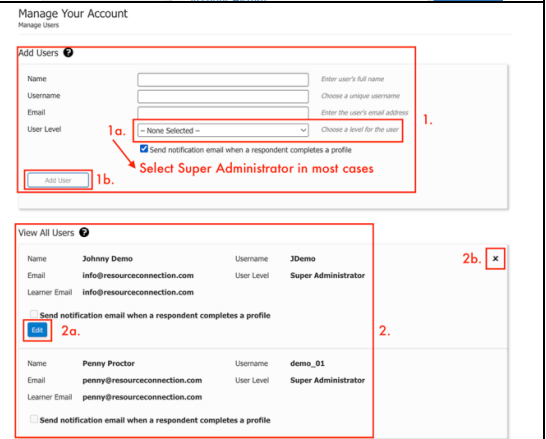
### To Begin

1. Under the Manage Your Account Menu
2. Select Manage Users



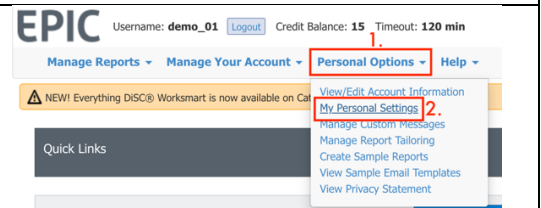
### Add/Edit Users

1. Section 1 allows you to add a New EPIC Administrator to your account (This allows them to have their own Log in Credential)
  - a. Recommend making Users Super Administrators to assist in managing Account Settings and EPIC Users
  - b. When added your new Administrator will receive an email to log in and create their own password
2. Here you can View Current Administrators
  - a. Edit if Name or Email has changed or to change User Level
  - b. Use to delete a user if no longer with your company



### Logged in Users have Complete Control of Their Login

1. Under Personal Options menu
2. Select My Personal Settings



### User Control

1. From the Drop Down menu users can change/update login information
  - a. This is where users can Sync to their Catalyst Assessment to provide additional Administrative Functions with Catalyst Assessments
2. Always click the Save button to finalize any changes

