



User administration (for institution admins): Quick help: lost passwords

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This presentation is part of the ATS2020 guides for tools series – please visit

<http://mahara.ats2020.eu/view/view.php?id=468>

to find it and to use further guidance materials





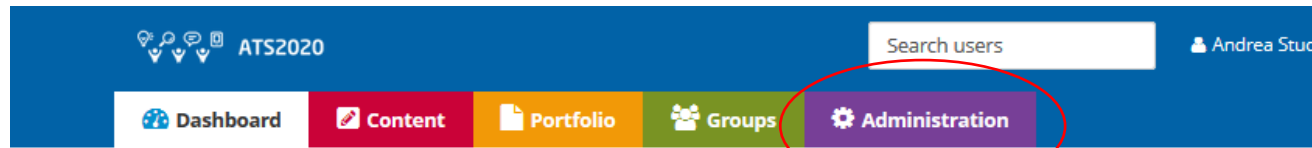
Why a quick help?

- Lost passwords are the main problems in user support. With this quick help, you can reset the password for your users.

Change to the admin panel



ATS2020
Assessment of Transversal Skills



Click on „Administration“!

Welcome to Mahara for [ATS2020!](#)



ATS2020

A [landing page](#) for teachers, trainers, and partners with some information on Mahara, ePortfolios and ATS2020 can be found [here](#).

Mahara is a fully featured electronic portfolio system with social networking features to create online learning communities and ePortfolios and thus a perfect tool for 21st century teaching and learning. That's why we were using it for the project EUfolio. As it has great features for assessment, as well, it is also one of the platforms for [ATS2020](#) (Assessment of Transversal Skills).

For more information you can read the [about page](#) or, alternatively, please feel free to [contact us](#).

Users of [Mahara for ATS2020](#) agree to the [Terms and Conditions](#) as published at <http://mahara.ats2020.eu/terms.php>. Users must have read and understood the [Privacy Statement](#) and the [Risks and Legal Aspects of working with students on platforms](#).



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Disclaimer

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Search for the user



1. Make sure you are on „Users“ and „User search“ (which is usually the page that opens first to an institution admin anyway)

2. Enter the username (or first name or last name) + click „Search“. **Take care:** Unfortunately, parts of the name won't do!

You can search for users by clicking on the initials of their first and last names or by entering a name in the search box. You can also enter an email address in the search box if you would like to search email addresses.

	FIRST NAME	LAST NAME	DISPLAY NAME	USERNAME	EMAILS	INSTITUTION	AUTHENTICATION	LAST LOGIN
<input type="checkbox"/>	Anastasia	Economou		anasta	anasta@cyearn.pi.ac.cy	ATS2020 CPI Cyprus	internal	08 September 2016, 12:00 PM
<input type="checkbox"/>	Andrea	Ghoneim		aghoneim	andrea.ghoneim@donau-uni.ac.at (andrea.ghoneim@gmail.com)	ATS2020 CPI Cyprus	Internal	08 September 2016, 11:20 AM
<input type="checkbox"/>	Andrea	Student		andreastudent	andrea.ghoneim@gmail.com	test-pirker ATS2020 CPI Cyprus	internal	30 March 2016, 12:27 PM



ATS2020 Administration

Search users

Andrea Student Settings 0 Logout

Return to site **Users** Groups Institutions

User search Suspended and expired users Export queue Add user Add users by CSV

User search ⁱ

kanaris Search Advanced options ▾

You can search for users by clicking on the initials of their first and last names or by entering a name in the search box. You can also enter an email address in the search box if you would like to search email addresses.

Click on the username

ALL	NONE	FIRST NAME	LAST NAME	DISPLAY NAME	USERNAME	EMAILS	INSTITUTION	AUTHENTICATION	LAST LOGIN
		Nicolas	Kanaris		kanaris				1:16 AM

*This information is shown to the institution admin, but won't be shown in this quick help ;-)
[NB: always do you best to protect users' data!]*

1 result

Edit selected users Get reports for selected users

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Clicking on the username has opened the user's account



ATS2020 Administration Search users Andrea Student

Return to site **Users** Groups Institutions

User search Suspended and expired users Export queue Add user Add users by CSV

Account settings: Nicolas Kanaris (kanaris)

Here you can manage this user account, including changing details, suspending or deleting it or changing its members

Site account settings

NOTE: Saving the account changes will cause the user to be logged out (if currently logged in).

Change username

Change this user's username. Usernames are 3-236 characters long and may contain letters, numbers and most common symbols excluding spaces.

Reset password

If you enter text here, it will replace the user's current password.

Force password change on next login No Yes

The user will be directed to a "Change password" page the next time they login.

1. Enter new password here! (Which one is not important, but you will have to give/mail it to the user)

2.

Force password change on next login Yes No

The user will be directed to a "Change password" page the next time they login.

Don't forget to scroll down + save the changes at the end of the page!



The screenshot shows the 'Administration' interface for ATS2020. At the top, there is a search bar for users and the name 'Andrea Studen'. The main content area includes several settings sections: 'Disable email' (set to 'No'), 'Account expires' (with a checkbox for 'Set date: Account expires' and dropdowns for year, month, and day), 'File quota' (set to 100MB), and 'Tags' (with a 'Show my tags' button and a text input field). A blue 'Save changes' button is prominently displayed and circled in red. At the bottom, there is a footer with the Erasmus+ logo, the text 'Co-funded by the Erasmus+ Programme of the European Union', the 'Smahara' logo, and links for 'Terms and conditions', 'Privacy statement', 'About', and 'Contact us'.

Any further questions?



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ATS2020 Search users Andrea Ghoneim Settings 0 Logout

Dashboard Content Portfolio Groups Administration

My groups Find groups My friends Find friends Institution membership Topics

ATS2020 Trainer Online Forum

About Members Forums Pages Collections Journals Share Files Report

About | ATS2020 Trainer Online Forum

1 Membership requests Edit this page Settings Delete

continuing discussions with and among trainers, project partners and the support team

Latest forum posts

- Additions to series of Mahara and Office 365 guides - Andrea Ghoneim (aghoneim)
Dear trainers, teachers, partners, during the summer, Nicolas Kanaris has revised the ATS2020 ...
- ATS2020 Mahara downtime on Wednesday, 3 August 2016 - Andrea Ghoneim (aghoneim)
Dear trainers, this is to notify you that due to reconfiguration of the internet services at D...
- Problems with Dropbox content shared with Groups - Andrea Ghoneim (aghoneim)
Dear trainers, please be aware that problems may occur if Mahara pages created individually an...
- Optimum teacher monitoring of class activity in Mahara - Andrea Ghoneim (aghoneim)
Hi Maria, so far, I can only point you to the mockup which I presented at the workshop in Krem...
- Optimum teacher monitoring of class activity in Mahara - Maria Fountana (mfountana)

Andrea Ghoneim

My groups:
2°B
Admin Support (Administrator)
ATS2020 - Community of Practice (Administrator)
ATS2020 Impressionism Activity (Administrator)
ATS2020 Trainer Online Forum (Administrator)
ATS 2020 - Two Day Workshop (Administrator)
GR Teachers Impressionism

Please post questions into the Trainer Online Forum, so all partners and teacher trainers can benefit from the discussion!
Thank you!
In case of emergency or in other cases that prevent you from posting in the forum, you can, of course, also mail to:
andrea.ghoneim@donau-uni.ac.at



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