

Substitute Lumenation User Account

This could be something that is done by the Lumen System Admin. It is necessary to have access to the following application

EzStart -> Enterprise Utilities -> Enterprise Manager -> User Manager

Note: A User should only be entered once in User Manager. Staff that is also Guardians of students within the District/School will have additional logins through the setup of Parent Portals.

Add a new User:

1. Click the “**Add New**” button. Complete the following sections and fields:
2. “**General**” tab: **Section - General Information:**
 - 2.1. **Home Location:** Define which location the User’s main base of work will be. If this User will be in multiple locations, other locations will be defined by application access.
 - 2.2. **First Name:** Enter the User’s first name.
 - 2.3. **Last Name:** Enter the User’s last name.
 - 2.4. **Job Title:** Enter the User’s job title. *(Optional)*
3. **Section - Address Information: (Optional)**
4. **Section - Contact Information:**
 - 4.1. **Phone Ext & Fax: (Optional)**
 - 4.2. **Email:** Enter the User’s email (Not required but highly suggested field.)
5. “**System**” tab: **Section – System Information:**
 - 5.1. **Access Type:** Define if the User will be “**User Group Defined**”
 - 5.2. **Lock Desktop:** default is NO. Set to **Yes**.
6. **Section - Password Security Information:**
 - 6.1. “**User Login ID**”: Enter the User’s Login ID (Example: First initial, last name). User Login ID is not case sensitive.
 - 6.2. **Password:** Enter the User’s temporary password. This field is case sensitive, limited to 32 characters.
 - 6.3. **Account Expires on:** this field will only be updated when you want to define an end date to a Users access to your Lumenation site. The User will get a message on expiration within 3 days and an option to reset at the time.
 - 6.4. **Available Environments:** the default is “**Lumenation & Core**” which means User will have access to all available device applications.
 - 6.5. **Account Locked:** Default is “**NO**”. A User can be locked from all application access by clicking “**Account Locked = Yes**”. Or when a User has 10 failed logins, the

- system will lock the User out of all Lumenation access for security purposes and a popup notification to contact a Lumenation Administration to reset their password.
- 6.6. To clear a locked User account: search for the locked User within the User Manager application's search criteria fields: First Name, Last Name, Account Locked = "**Yes**". Click on the locked account file (all locked accounts are color coded salmon). Click the "**System**" tab, "**Account Locked**" field and set to = "**No**". Go to the "**Failed Logins**" field and delete the number of failed logins. Click the "**Save & Finish**" button.
 - 6.7. **Internal Organizational User:** Default = NO. Set to **YES**.
 - 6.8. **Failed Logins:** This field documents the number of failed login. After 10 failed logins the Users will be locked out of their account and must contact a Lumen Administrator to unlock the account. See section 6.6
 - 6.9. **Password Expires On: (Optional)**
 - 6.10. **Password Expires On: (Optional)** Note: Users will get a message on expiration within 3 days and an option to reset at the time.
 - 6.11. **User Photo: (Optional)**
 - 6.12. **User Signature: (Optional)**
 - 6.13. **Lumen Touch-Privacy accepted:** This field will auto populate when the User logs into Lumen for the first time and accepts the User Agreement.
 - 6.14. **Date accepts:** this field will auto generate on the date the User accepts the User agreement.
NOTE: When testing a new User's login, you can reset the "Lumen Touch Privacy accepted" field back to equal "No" and clear the "Date Accept field".
 - 6.15. **Click "Save & Edit":**
7. **"User Group" tab:**
 - 7.1. Click the "**Add New**" button to add the User to User Group(s) with the drop down selections. Choose the Substitute Group. "**Save & Finish**".
8. **"Desktop Roles" tab:**
 - 8.1. Click the "**Add New**" button to add the User to Desktop Roles and " All Locations". Click the "**Save & Finish**".
 - 8.2. Return back to the "**General**" tab to click the "**Save & Finish**" button.