

MV-ID ADMIN - How to...

1. Login page - Use your MV-ID

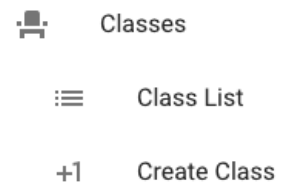
2. Choose the customer (school or company) you wish to see or edit.

Tip! Use the search field to search for debtor number, name or school code.

CLASSES

3. How do I delete, edit or see classes connected to the customer?

- To see all classes connected to the customer click “Class List” in the menu to the left.
- Find the class you are looking for.
- If you wish to delete the class, click on the trash icon to the right.
- To see or edit details click on the class.
- When editing a class please remember to click “Update Class” to save changes.

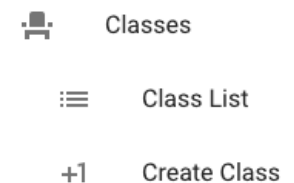


Name	Track	Start Year	
6.b	.b	2011	
7.a	.a	2010	

4. How do I create a new class?

- Click “Create Class” in the menu to the left.
- Enter Grade and Track.
- When creating a new class please remember to click “Create Class” to save changes.

TIP! If you want to create a lot of new classes and users at the same time use the function “Import Users” - see step 8.



Grade	Track
0	A
<input type="button" value="CREATE CLASS"/>	

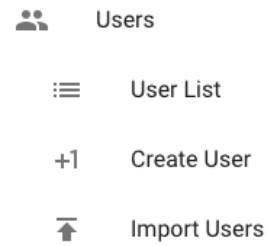
USERS

5. How do I delete, edit or see users connected to the customer?

- To see all users connected to the customer click “User List” in the menu to the left.

TIP! Use the search field if you are looking for a specific user or a group of users. Search for username, given name, surname, role or class.

- To see or edit details for a specific user click on the user.
Notice! It is not possible to change the username.
- When editing a user please remember to click “Update User” to save changes.



Username	Given name	Surname	Roles	Class
lol95	lol	lol		

6. How do I see, edit or auto-generate a new password for a user?

- Follow step 5
- When editing the user details, you can see, edit or auto-generate a new password.
- To see an already existing password, click on the eye icon next to the password field.

Notice! It is not possible to see personal passwords.

- To edit or change a password please fill in both password fields.
- To have the program auto-generate a new password for the user click on the button.

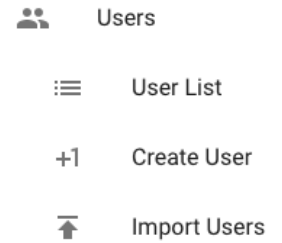
Tip! If you choose to auto-generate a password, please remember to copy and send it to the user.

A form for editing a user. It contains the following fields and controls:

- Username: lol95
- Expiration Date: YYYY-MM-DD
- Current Password: rr181109 (with an eye icon to toggle visibility)
- New Password: (with an eye icon to toggle visibility)
- Repeat Password: (with an eye icon to toggle visibility)
- Given name: lol
- Last Name: lol
- Custom Password: (disabled)
- Generate Password:
- Class: None (dropdown menu)
- Role: Teacher (School)

7. How do I create a new user?

- Click “Create user” in the menu to the left.
- Fill in the form with details regarding the user.
- Enter a personal password or have the program auto-generate a password for the user.
- **Notice! If you set an expiration date the user will no longer be active after this date.**
- Choose an existing class from the drop-down menu.
- Set a role for the user.
- When creating a new user please remember to click “Create User”.

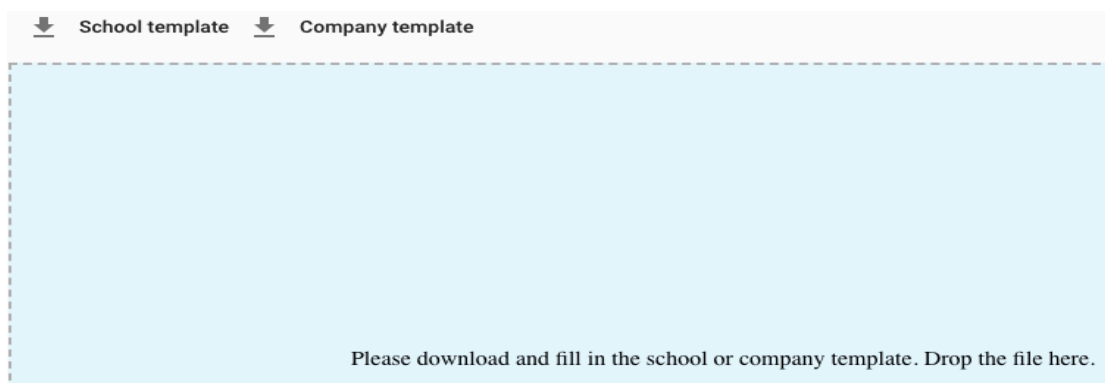
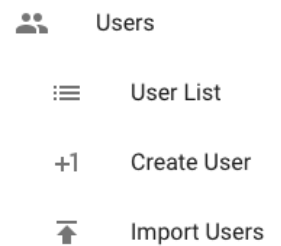


Form for creating a new user:

Username	Expiration Date
lol95	YYYY-MM-DD
Current Password	
rr181109	
New Password	Repeat Password
Given name	Last Name
lol	lol
<input type="checkbox"/> Custom Password	
Class	
None	
Role	
<input type="checkbox"/> Teacher (School)	

8. How do I import users?

- Click “Import Users” in the menu to the left.
- Download the school or company template by clicking on the icons at the top.
- Find the template in the transfer folder on your computer.
- Fill in the downloaded template in Excel and save it.
- Go back to MV-ID ADMIN - “Import Users” and simply drag and drop the file or click in the middle of the page to upload the file.
- Check your import in case errors have occurred.
- When importing users please remember to click “Save import”.
- When saving the import new users and classes will be created and already existing users (Usernames) and classes will be updated.



9. How do I export users?

- To see all users connected to a customer click “User List”.
- To export all users, click “Export Data”.
- The excel file is downloaded to your transfer folder on your computer.

