

## Manage/Approve Users. For Administrator Use Only.

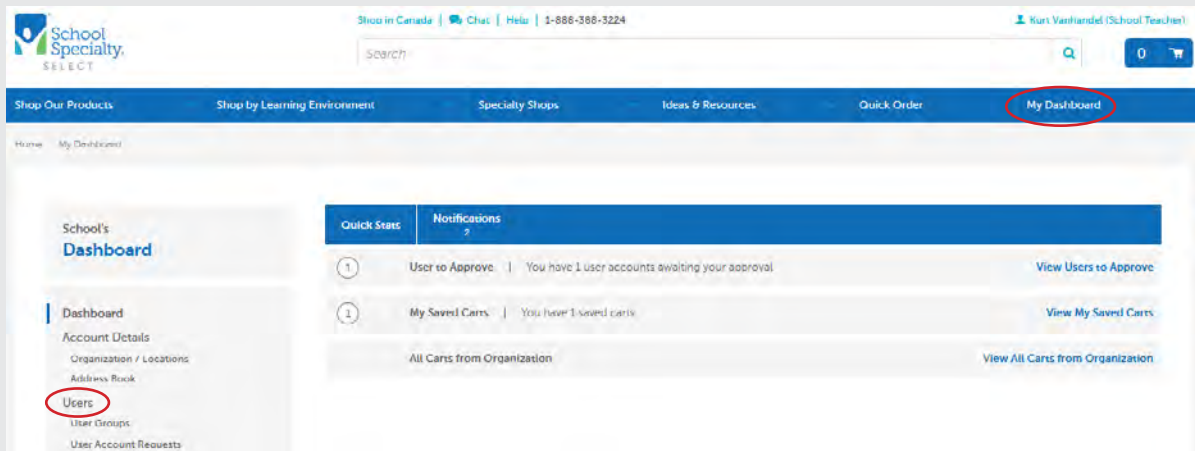
Welcome to School Specialty Online! Below are some instructions to **help only Administrators manage and approve users**. If you are not an administrator, please do not refer to the instructions below.

### Login:

- Visit [select.schoolspecialty.com](https://select.schoolspecialty.com).
- Under **Account Sign In** enter your Username and Password, click **SIGN IN**

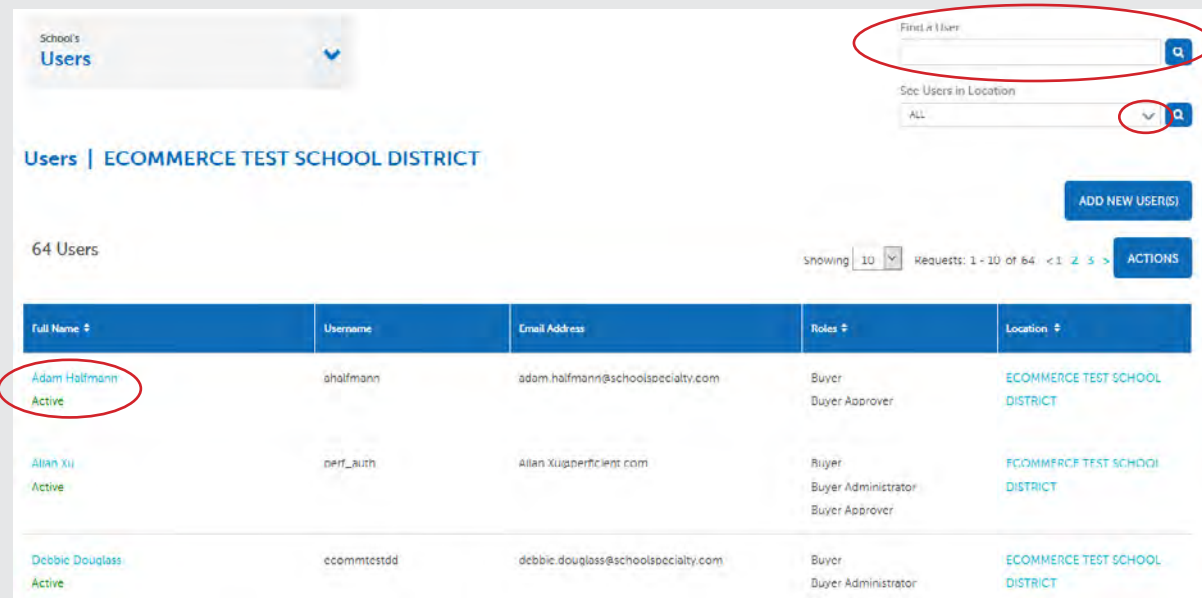
### Access Your Users:

- Click on **My Dashboard**
- Click on **Users**



- Your list of active users will display:
  - Search for users by name or locations
  - Click any user's name to view user's details, Account, available Shipping Locations, Roles, Permissions/Restrictions, Groups, and more

## Access Your Users: (continued)



Users | ECOMMERCE TEST SCHOOL DISTRICT

64 Users

ADD NEW USER(S)

showing 10 Requests: 1 - 10 of 64 < 1 2 3 > ACTIONS

Full Name	Username	Email Address	Roles	Location
Adam Haltmann Active	ahaltmann	adam.haltmann@schoolspecialty.com	Buyer Buyer Approver	ECOMMERCE TEST SCHOOL DISTRICT
Allan Xu Active	perft_auth	Allan.Xu@perfcient.com	Buyer Buyer Administrator Buyer Approver	ECOMMERCE TEST SCHOOL DISTRICT
Debbie Douglass Active	ecommtesdd	debbie.douglass@schoolspecialty.com	Buyer Buyer Administrator	ECOMMERCE TEST SCHOOL DISTRICT

## Add a New User:

- Click **ADD NEW USER(S)**
- Choose the Account Location for your user by clicking **Account Search**. Choose your location and click **CONFIRM**. Note: Your user's Approval Workflow is linked to the user's Account Location
- Click **Select shipping address** to choose your user's available and default shipping address
- Fill in the appropriate/needed information for the user including required fields, Roles, Permissions/Restrictions, and Groups
- Click the Information Icon for information regarding these options
- Click **ADD USER**

## Add a New User:s (continued)

### Add Users

Choose to add a single user at a time or upload a spreadsheet of users below.

[Back to User Administration](#)

Single Entry

Bulk Upload

\* (required fields)

Account \*

Search for an account for this user:

Account Search:

Select shipping address

Ship to address \*

ECOMMERCE TEST 09.20\_Kojo  
41752 Chiggen Ter  
Aldie, VA 20105-5577  
(+16 More)

Username: \*

First Name: \*

Phone Number \*

User Groups

Role: (0)

☒ Buyer

☐ Approver

☐ Administrator

ADD USER

Email Address \*

Last Name \*

User Group Search

Shared User: (0)

☐ Shared User

Permissions / Restrictions: (0)

☐ Add PO# Restricted

☐ Bill to District Restricted

☐ Bill to Location Restricted

☐ Budget Code Entry Restricted

☐ Credit Card Restricted

☐ Invoice Restricted

☐ Save Credit Card Restricted

**NOTE:** At [select.schoolspecialty.com](https://select.schoolspecialty.com) your school or district users can click **Request Access** and then **FIND YOUR ORGANIZATION** to find their school, complete their personal information, and request an online ordering account. Once the request is submitted, an email will be auto-sent to all school and district website Administrators. The administrators will have the option to accept and configure roles and permissions/restrictions or reject the request. An email will be auto-sent to the requestor notifying them of the response

## Editing a User:

- Click a user's **name** to edit information and settings for an individual user. Click **SAVE CHANGES** to complete
- Click the **ACTIONS** button on the Users page to reveal more options
  - **CONFIGURE PERMISSIONS/RESTRICTIONS:** Use this option to assign or unassign user permissions and restrictions for multiple users or all users at one time
  - **DELETE USER(S):** Select users by checkbox and click **DELETE USER(S)** to delete
  - **DOWNLOAD LIST:** This will download a list of all user information to an excel spreadsheet

**Debra Johnson's User Profile**

\* Required field:  
◀ Back to User Administration

---

**User Details**

Username: ssisalesfinal Password: \*\*\*\*\* [FORCE PASSWORD RESET](#)

---

**Accounts & Groups**

**Account**

ECOMMERCE TEST HIGH SCHOOL (ECOMMERCE TEST SCHOOL DISTRICT)

Ship to address \* [Edit](#)

ECOMMERCE TEST HIGH SCHOOL  
80 NORTHWEST BLVD  
NASHUA, NH 03063-4067  
(+3) 10000

**Role**

Buyer

☒ Buyer Approver

☒ Buyer Administrator

☐ Shared User

**Permissions / Restrictions**

☐ Add PO# Restricted

☐ Bill to District Restricted

☐ Bill to Location Restricted

☐ Budget Code Entry Restricted

☐ Credit Card Restricted

☐ Invoice Restricted

☐ Save Credit Card Restricted

**User Groups**

Ms. Johnson Final Approver (Approver Group)	<a href="#">Remove</a>
High School Secretaries Approver Group (Approver Group)	<a href="#">Remove</a>
Dragon Group (Buyer Group)	<a href="#">Remove</a>

User Group Search  [Q](#)

[SAVE CHANGES](#)

School's: **Users**

Find a User  [Q](#)

See Users in Location  [Q](#)

**Users | ECOMMERCE TEST SCHOOL DISTRICT**

[ADD NEW USER\(S\)](#)

☐ Select all

[CONFIGURE PERMISSIONS/RESTRICTIONS](#) [DELETE USER\(S\)](#) [DOWNLOAD LIST](#) [CLOSE](#)

Full Name	Username	Email Address	Roles	Location
<input type="checkbox"/> Adam Haffmann <a href="#">Assign</a>	ahaffmann	adam.haffmann@schoolspecialty.com	Buyer Buyer Approver	ECOMMERCE TEST SCHOOL DISTRICT

**Questions?** Call our Toll Free Online Support Department at **800-513-2465 ext 2**