

Adding Users

Method 1: Manual Entry

From the Main Menu of the Admin Interface, select the link for “Manage User Accounts”. You will then find a link for “Add A New User”. Select it and fill out the form as required. Once you submit the new account information, your new user can then log-in to the client side of the program.

Hints About Optional Fields:

When you register users, it will be helpful to include:

- (a) The users' First Name and Last Name, since this would be printed on the user's reports and on your Administrative Reports. If omitted, all reports will display the Username field as a default.
- (b) Email – if available will allow you to contact them directly from the admin interface.
- (c) Assign user to a Group – groups allow you to organize users in the database in some logical fashion (eg year of graduation, instructor, etc.). Before you can assign a person to a group you must define your groups (“Manage Groups” under heading of Groups and Administrators). If no groups are defined, your users will be placed in a “default group”.

Method 2: Import User Data

This method allows you to pre-populate the database with your user's information. The table below was created in MS Access. Each user is unique as determined by the combination of "username" and "password". In this particular table we have also decided to include a group designation for each user and we have included their first and last names. The first 2 fields are always required and the other 4 are optional, but we recommend including a group field and first and last name so that you can keep track of your users. The file you create must have the structure outlined below, even if you are not planning on including the optional fields. After you create a table like this one, which can also be done in MS Excel, you would then email the file to david@focuscareer.com. Be sure that you do not have any commas or quotation marks anywhere in the file, and make sure that there are no duplicate entries. Files containing corrupt data cannot be imported into the database. If required, we can clean up bad data but this service will be billed at a rate of \$60 per hour. Your file will be retained in our database for a period of one year, at which time if you choose to renew your contract, students who have used the system will be retained so they can have future access into the program, and students who have not used the program will be deleted from the database*.

User Name	Password	Group	E-Mail	Last Name	First Name
120084	bandits	2004		Mullins	Sonya
220087	bandits	2005		Moughlanney	David
320199	bandits	2005		Boggs	Angela
420416	bandits	2004		Maggard	Floyd
520599	bandits	2003		Melton	Kevin
020623	bandits	2006		Steelman	Glenna

* We will import up to 4000 records into the database without any additional charges. Schools wishing to import in excess of 4000 students will be charged a fee per thousand records per year. There is no charge for retaining the students who have used the program during renewal periods. These instructions can also be found by selecting the “Import User Data” link from the menu under the heading of Managing Users.

Method 3: User Self Registration

Users register themselves to use FOCUS by filling out a customized form that resides on our server. This form is developed jointly by the Institutional Administrator, and Career Dimensions staff. This method is described in detail under the heading of Managing Users (User Self-Registration)