

Directory Manager Quick Guide

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Directory Manager Overview

- The Directory Manager (DM) application is used today in the State Department of Education (SDE) to manage organizations/schools, grant access to users for various applications, and provide reports within the districts.
- The Office of Early Childhood (OEC) will use DM to manage access to the Early Childhood Information System (ECIS) application for community and district facilities funded by OEC.
- Access to DM will be given to the Facility Administrator within an OEC facility (ies) who is responsible for managing facility information, assigning, and managing ECIS users and their roles.
- The Facility Administrator will be assigned a DM OEC Site Security Manager role to give access to ECIS for their staff.
- The DM OEC Site Security Manager will not be able to edit their profile in DM. Any changes will have to be called into the OEC ECIS Help Desk. (860) 713-6681

Accessing Directory Manager and Logging in

- Directory Manager is available from the Connecticut State Department of Education (CSDE) portal. The link for logging in is: <https://csde.ct.gov/>. Users that have access to SDE applications will use the same log in to access DM.
- On the Application Selection page, select **Directory Manager** from the Applications dropdown menu and click **Continue**.



Searching for an Organization/Facility

Directory Manager can be used to search for specific facilities in OEC.

Standard Search for Organizations

1. Select the “Organizations” tab in the left hand navigation menu to open the “View My Organization” screen.
2. Select “Search All Organizations”, and then click “Go” to open the search.

Connecticut State
DEPARTMENT OF EDUCATION

Select Organization
Connecticut State Department of Education

My Profile My Applications Logout
Welcome: Suzanne Swan
Last Logged In: 9/22/2015 10:57:23 AM
Version: Directory Manager (V3.0)

Directory • Organizations

View My Organization

Do you want to: ☒ Search all Organizations ☐ Create an Organization

☐ Out of State ☐ In State ☒ All

Organization Name ▲	Organization Type ▼	Organization Code ▼
1st Time Expelled Students	Generic	9990899
4-H Education Center at Averfarm	Non-profit Organizations	6110071
A Child's World	Community Pre-K	0150141
A. Baldwin Middle School	Public Schools	0600711
A. I. Prince Technical High School	CT Technical High Schools	9001516
A. W. Cox School	Public Schools	0600611
A. Ward Spaulding School	Public Schools	1390411
A.C.E.S. Educational Center for the Arts - Part Time	Program	2449900
A.R.T.S. Academy	Program	1489011
ABA Autism Program	Program	1040411

1 2 3 4 5 6 7 8 9 10 ...

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z All

The organization “Search” page Displays.

Directory • Organizations • Search

Organization Search

Standard Search returns open schools only. Use Advanced Search to find closed or inactive Organizations.
Wildcards (*) are allowed in partial code and name searches.

Standard Search Advanced Search

Organization Group Organization Type District Schools

—Select Group— —Select District Type— —Select Dist— —Select School—

Organization Code Organization Name Records Per Page

10

Search Reset

- a) Enter data in one or more search fields. Search by any of the data in the following table.
- b) Type an asterisk (*) to perform a wildcard search to allow partial code and name searches.

Search Field	Description
Organization Group	Public/Non-public
Organization Type	If group is Public, Organization Types would be Public Schools, Program, Regional Schools If Non-Public is selected, Community Pre-K or Non-Public group would be selected.
District	The District to which the organization belongs
Schools	Schools within the selected district
Organization Name	The name of the Organization you are searching for.
Organization Code	The organization's code which is a combination of reporting district, school code and facility code.
Records Per Page	The number of users that the system should display per page of search results. This field helps you view large numbers of search results generated by wildcard searches.

3. Click "Search". The system displays the results of your search at the bottom of the page.

The screenshot shows the 'Directory' page with a sidebar containing 'Organizations', 'Reports', and 'Users'. The main content area is titled 'Organization Search' and includes instructions: 'Standard Search returns open schools only. Use Advanced Search to find closed or inactive Organizations. Wildcards (*) are allowed in partial code and name searches.' Below the instructions are search filters for 'Organization Group' (Non-Public), 'Organization Type' (Community Pre-K), 'District' (Select Dist...), and 'Schools' (Select School...). There are also fields for 'Organization Code', 'Organization Name', and 'Records Per Page' (set to 10). 'Search' and 'Reset' buttons are present. The 'Search Results' section shows 'Records Found: 446' and a table of results.

Organization A	Organization Type W	Code W	Parent Org W	Status W
A Child's World	Community Pre-K	0130141	Connecticut State Department of Education	School Open
ABCD	Non-Public Group	0000502	Connecticut State Department of Education	School Open
ABCD - Basich/ES Group	Non-Public Group	0000411	Connecticut State Department of Education	School Open
ABCD - HeadStart	Community Pre-K	1301141	Connecticut State Department of Education	School Open
ABCD Bridgeport HeadStart Group	Non-Public Group	0000385	Connecticut State Department of Education	School Open

Advanced Search for Organizations

An advanced search gives you access to additional search options; including “closed/inactive organizations.”

1. Select “Organizations” from the left-hand menu to open the “View My Organization” page.
2. Then select “Search all Organizations”
3. From the Search page select “Advance Search”

Directory > Organizations > Search

Organization Search

Standard Search returns open schools only. Use Advanced Search to find closed or inactive Organizations.
Wildcards (*) are allowed in partial code and name searches.

Standard Search **Advanced Search** (indicated by a red arrow)

Organization Group Organization Type District Schools
--Select Group-- --Select District Type-- --Select Dist-- --Select School--

Organization Code Organization Name
Records Per Page: 10

Search Reset

The “Advanced Search” form displays which allow you to fill in detailed information to find the organization you are searching for. The Advanced search options include:

- Operating Status
- Is it Out of State
- Town
- Magnet School
- Grades.

Connecticut State DEPARTMENT OF EDUCATION
Select Organization Connecticut State Department of Education

My Profile My Applications Logout
Welcome: Suzanne Swan
Last Logged In: 8/22/2015 10:57:23 AM
Version: Directory Manager (3.3.0)

Directory > Organizations > Search

Organization Search

Standard Search returns open schools only. Use Advanced Search to find closed or inactive Organizations.
Wildcards (*) are allowed in partial code and name searches.

Standard Search **Advanced Search**

Organization Group Organization Type District Schools
--Select Group-- --Select District Type-- --Select Dist-- --Select School--

Organization Code Organization Name
Records Per Page: 10

Operating Status (indicated by a red arrow):
--Select Status--
Closed Status
Added
Changed Agency
Future School
New School
Reopened
School Closed
School Inactive
School Open
--other--

Is Out of State
Yes No

Town Magnet School Status
--Select Town-- Approved Full Time Approve

Grades
☐ Pre-Kindergarten ☐ Kindergarten ☐ Grade 1 ☐ Grade 2 ☐ Grade 3 ☐ Grade 4 ☐ Grade 5 ☐ Grade 6 ☐ Grade 7 ☐ Grade 8 ☐ Grade 9 ☐ Grade 10 ☐ Grade 11 ☐ Grade 12

Check All Clear All

Search Reset

Note: If you do not find your organization through the advanced search, or have a new organization, you must contact the ECIS OEC Help Desk (860) 713-6681 to get the new organization created.


Edit an Organization/Facility

You can change contact and administrative details in your facility (ies).

1. Select the “Organizations” from the left-hand menu to open the “Organizations page”.
2. Click the “Search all Organizations” radio button and then click “Go” to search for your organization.
3. Select your Organization.
4. Click “Edit” on the bottom of the screen.

Directory • Organizations • View an Organization

View Organization Information			
Organization Type	Organization Name	Organization Group	Organization Code
Community Pre-K	A Child's World	Non-Public	0150141
Reporting Organization	Phone	Extension	Fax
Connecticut State Department of Education	203-330-0801		203-000-0000
Town	Website		
Bridgeport			
Physical Address [+]			
Mailing Address [+]			
Categories [+]			
Organization's Users [+]			
Applications Assigned To this organization [+]			
Effective Dates [+]			
Grades Offered [+]			
Comments/Notes [+]			
Change History [+]			


[Edit](#) [Cancel](#)

5. The Edit Organization information page displays.

Directory > Organizations > Edit Organization Information

Edit Organization Information * Mandatory Fields

Organization Type Community School	Reporting Organization Connecticut State Dep't	Organization Group Non-Public	Organization Code 020211
---------------------------------------	---	----------------------------------	-----------------------------

Organization Name* A Child's World Phone* 203-330-0801 Extension Fax 203-600-0000

Town* Bridgeport Website

Physical Address

Address* 1215 Fairfield Avenue City* Bridgeport Zip*(####-####) 06605

Mailing Address

☐ Same as Physical Address
Address 1215 Fairfield Avenue City Bridgeport Zip*(####-####) 06605

Categories

Operating Status*
School Open

Approved for Publication Out of State State DOE approved*

☐ Yes ☐ No ☐ Yes ☐ No ☐ Yes ☐ No

For Profit
☐ Yes ☐ No

Effective Dates

Student Open Date* 07/01/2007 Physical Open Date* 07/01/2007

Student Close Date MM/DD/YYYY Physical Close Date MM/DD/YYYY

Grades Offered *

Low Grade Pre-Kindergarten	High Grade Kindergarten
-------------------------------	----------------------------

Please use the checkboxes below to select your grades.

<input checked="" type="checkbox"/> Pre-Kindergarten	<input type="checkbox"/> Grade 1	<input type="checkbox"/> Grade 5	<input type="checkbox"/> Grade 9
<input type="checkbox"/> Kindergarten Half-day	<input type="checkbox"/> Grade 2	<input type="checkbox"/> Grade 6	<input type="checkbox"/> Grade 10
<input checked="" type="checkbox"/> Kindergarten Full-day	<input type="checkbox"/> Grade 3	<input type="checkbox"/> Grade 7	<input type="checkbox"/> Grade 11
<input type="checkbox"/> Kindergarten Extended-day	<input type="checkbox"/> Grade 4	<input type="checkbox"/> Grade 8	<input type="checkbox"/> Grade 12

Comments/Notes

Administrative Comments

Public Comments

[Manage Applications](#)
[Save](#)
[Cancel](#)

6. Add or update information and click “Save”.
 - a. System displays the confirmation message, “The changes to the organization have been saved.”
7. To cancel changes entered, click “Cancel”.
8. Click “OK” to return to the view my organization screen.

Search for a User

The ECIS Facility Administrator Role allows you to use Directory Manager to search for and view a list of users in your facility (ies), as well as edit user information, create users, unassign and inactivate users.

Standard Search for a User

You can **only** search for specific users within your administrative organization by name, login name, organization, assigned roles, and/or assigned applications.

1. Select the “Users” tab in the left hand navigation menu to open the “Search My Users” page.
2. From the “Search My Users page”, select “Search my users” and then click “Go”.

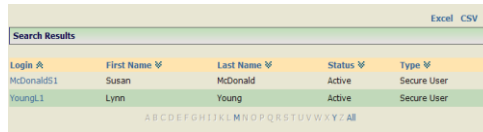
The screenshot shows the 'Connecticut State DEPARTMENT OF EDUCATION' header. Below it is a navigation menu with 'Directory' selected. The main content area is titled 'Search My Users - Standard Search'. It includes a 'Do you want to:' section with radio buttons for 'List my users', 'Search my users' (selected), and 'Create a user'. There are also links for 'Go', 'Standard Search', and 'Advanced Search'. The search fields are: First Name, Last Name, Login Name, Administrative Organization (dropdown), Application (dropdown), and Role (dropdown). A 'Records Per Page' dropdown is set to 10. At the bottom are 'Search' and 'Reset' buttons.

3. Enter the search criteria in one or more of the search fields. Search by any of the following data:

Search Field	Description
First Name	The user's first name
Last Name	The user's last name
Login Name	The user's Login name
Administrative Organization	The organization with which the user is associated
Application	ECIS
Role	The available roles associated with the selected application

4. Click “Search”

5. The results of your search will display at the bottom of the page.



The screenshot shows a web interface with a search results table. At the top right are links for 'Excel' and 'CSV'. The table has a header row with columns: 'Login', 'First Name', 'Last Name', 'Status', and 'Type'. Below the header, there are three data rows. The first row shows 'McDonaldS1', 'Susan', 'McDonald', 'Active', and 'Secure User'. The second row shows 'YoungL1', 'Lynn', 'Young', 'Active', and 'Secure User'. Below the table is an alphabetical index from 'A' to 'Z' followed by 'All'.

Login	First Name	Last Name	Status	Type
McDonaldS1	Susan	McDonald	Active	Secure User
YoungL1	Lynn	Young	Active	Secure User

ABCDEFGHIJKLMNOPQRSTUVWXYZ All

6. Locate the desired user and click on the User ID.

- Users are sorted by last name in ascending alphabetical order.
- To sort the list in descending alphabetical order, click the “Last Name” header.
- The system displays the list in the correct order and updates the arrow in the header to reflect the change.



The screenshot shows a web interface titled 'List My Users'. It has a section 'Do you want to:' with three radio buttons: 'List my users' (selected), 'Search my users', and 'Create a user'. There is a 'Go' button. Below this is a table with columns: 'User ID', 'First Name', 'Last Name', 'Status', and 'Type'. The table has three data rows. The first row shows 'YoungL1', 'Lynn', 'Young', 'Active', and 'Secure User'. The second row shows 'McDonaldS1', 'Susan', 'McDonald', 'Active', and 'Secure User'. Below the table is an alphabetical index from 'A' to 'Z' followed by 'All'.

User ID	First Name	Last Name	Status	Type
YoungL1	Lynn	Young	Active	Secure User
McDonaldS1	Susan	McDonald	Active	Secure User

ABCDEFGHIJKLMNOPQRSTUVWXYZ All

- You can sort the list by First Name in the same manner.
- You can also select one of the letters of the alphabet below the list to display users whose names begin with that letter.
- Select the “All” link to return to the default view.
- When your search returns results that they span multiple pages, your results will include links to each page. Click the page number to view results on that page.

Advanced Search for a User

An advanced search for a user gives you access to additional search criteria. You can search by a user’s status, user type, security or role. Again you can **only** search within your administrative organization for users. The advanced search also allows you to search for inactive users in DM that are within your administrative organization.

1. From the User Search page select the “Advanced Search” link. The Advanced Search form displays.

Search My Users - Advanced Search

Do you want to: ☐ List my users ☒ Search my users ☐ Create a user [Go](#) [Standard Search](#) [Advanced Search](#)

First Name Last Name Login Name Email

Status User Type

Administrative Organization Security Organization Application Role

Records Per Page

[Search](#) [Reset](#)

2. Enter desired search criteria in one or more of the search fields. You can search by full or partial information, such as the first several letters of a name and an asterisk (*) to perform a wildcard search which will show all users with the partial name.

Creating a New ECIS User

The Facility Administrator role allows you to create new users to allow them access to ECIS.

1. Select “Users” from the left hand navigation menu.
2. The “Search My Users” page appears.
3. Click on “Create a user” and then click “Go”.

Directory

Directory > Search My Users

Search My Users - Standard Search

Do you want to: ☐ List my users ☐ Search my users ☒ Create a user [Go](#) [Standard Search](#) [Advanced Search](#)

First Name Last Name Login Name

Administrative Organization Application Role

Records Per Page

[Search](#) [Reset](#)

4. The User Information page Displays
5. After “Which type of user do you want to create?” Select the “Secure” button.
6. Enter the information about the new user in the required fields. These fields are “First Name”, “Last Name”, “Phone Number”, “Email Address”, and “Administrative Organization”. Select Connecticut State Department of Education for the “Administrative Organization”.
1. Be sure the “Email Address” is accurate, as this is how the new user will receive their username and password.
7. Enter all additional information in the non-required Fields.
8. Select “Create”.

6. A message will appear at the top of the page asking if you if you want to assign a role to the new user.

Assign Role(s)

1. Select “Users” from the left-hand navigation menu.
2. “Search” for a user

3. "Select" the user you would like assign a role to.
4. Select "edit" at the bottom of the page. The edit user information page appears
5. Select "Manage Roles" at the bottom of the page.
6. "Manage Roles" page displays.

Directory | Directory • Users • Manage Roles

Manage Roles * Mandatory Fields

User Name
Tom Smith

Administrative Organization:
Connecticut State Department of Education

Available Applications*
ECIS

☐ State Based ☐ District Based ☒ School Based

District / Non-Public Group*
Connecticut State Department of Education

School / ECIS Site*
A Child's World (0150141)

Role(s) *
To add roles click to highlight the role and then click the Assign Role(s) button.
To select multiple roles hold down the Ctrl key and click on each role to highlight and then click the Assign Role(s) button.

ECIS Facility Administrator
ECIS Facility Data Entry
ECIS Facility Data Reader

Assign Role(s)

Assigned Roles

Exit

7. From the "Available Applications" drop down menu, select "ECIS"
8. Choose between "District Based" or "School Based" to view and select the appropriate facility and role for the user.
 - a. "District Based"- Facility Group level, access to all facilities within a group or to an individual facility.
 - a) DM Role – DM OEC Site Security Manager
 - b) ECIS Roles – ECIS Facility Administrator, ECIS Facility Data Entry, and ECIS Facility Data Reader

- b. "School Based" - Facility level, access to one facility. Multiple facilities can be assigned to a person, but must be done one at a time.

a) DM Role – DM OEC Site Security Manager

b) ECIS Roles -

1. ECIS Facility Administrator - Able to read/write child, family data and generate reports. This permission level should be considered for program directors.
2. ECIS Facility Data Entry - Able to read/write child, family data and generate reports. This permission level should be considered for staff responsible for entering children into the ECIS system.
3. ECIS Facility Data Reader - Able to read only facility, child, family data and generate reports. This permission level may be considered for staff to review data in ECIS.

9. "The Roles" list box updates to display all relevant roles for that organization.

NOTE: If you select "School Based", the page refreshes to display a School Dropdown Menu that allows you to specify a school.

10. Click "Assign Roles"

The Page updates and displays the roles you have selected next to the person's name.

Assigned Roles					
Application Name	Security Organization	Role	FS	Edit Funding Sources	Unassign
ECIS	A Child's World	ECIS Facility Data Entry	0	Edit Funding Source	Unassign
<div>Exit</div>					

Assigning Funding Types

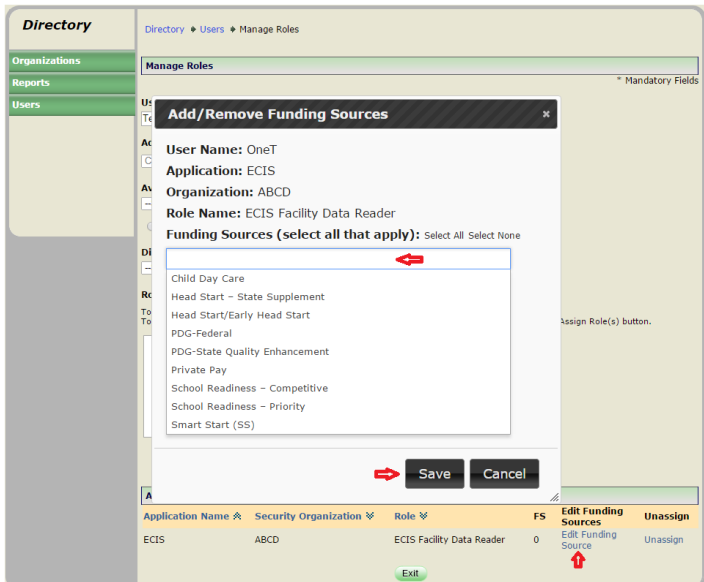
Once a role has been assigned, funding types can be assigned to the ECIS user. The assignment of funding types allows the user to see only those children in their facility with the assigned funding types.

1. Click on the “Edit Funding Source” at the bottom of the Manage Roles screen, where “Add/Remove Funding Source” is located.
2. A pop up will appear where one or more sources is selected.

Note: When funding types are not assigned to the user they will have access to all the funding sources shown below.

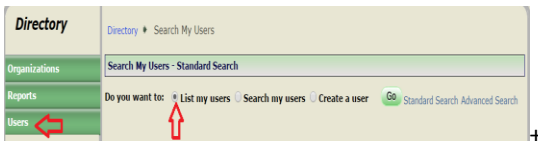
3. Click on “Save”
4. The “FS”, field in the “Assigned Roles” section will change from 0 to the number of funding types assigned.

NOTE: when the “FS” field shows “0” the user has access to see ALL funding types in ECIS.



List my Users

1. Select "User" from the left-hand navigation menu.



2. Select "List my users" and click "Go". The page refreshes to display a list of your users.

Directory ♦ List My Users

List My Users

Do you want to: ☒ List my users ☐ Search my users ☐ Create a user

User ID ✕	First Name ✕	Last Name ✕	Status ✕	Type ✕
12345c	DistWriter	CREC	Active	Secure User
aamodtc	conrad	aamodt	Active	Secure User
AaronA	Andrea	Aaron	Active	Secure User
aaronc	clark	aaron	Active	Secure User
AaronH	Hank	Aaron	Active	Secure User
AaronR	Rachel	Aaron	Active	Secure User
abacherlis	sue	abacherli	Active	Secure User
AbacherliS1	Sue	Abacherli	Active	Secure User
abairl	leigha	abair	Active	Secure User
AbalyanA	Anna	Abalyan	Active	Secure User

1 2 3 4 5 6 7 8 9 10 ...

ABCDEFGHIJKLMNOPQRSTUVWXYZ All

3. Locate the desired user in the list.
 - a. You can select one of the letters of the alphabet below the list to display organization types whose names begin with that letter.
 - b. Select the **All** link to return to the default view. If the user list spans multiple pages, the list will include links to each page.
 - c. Click the page number to view users on that page.
4. Select the user ID of the user you would like to view. The user information page displays.

Edit an ECIS User

Facility Administrators can use the Edit User page to update information about a user.

NOTE: An ECIS Facility Administrator cannot edit their own profile.

1. From the “User Tab” on the left pan, search for the user you would like to edit.
2. From the “User List” page or user search results, select the name of the user you would like to edit in their facility. “User Information” screen appears.

3. Click on “Edit”

Directory ▸ View User Information

User Information

Current User Type: Secure User

Status	User ID	Create Date	Last Login	
Active	smithst1	9/25/2015		
Salutation	First Name	Middle Initial	Last Name	Suffix
	Tom		Smiths	
Street 1		Street 2		
City	State		Zip	
	Connecticut			
Phone	Extension		Fax	
860-713-0000				
Email	tom.smiths@ct.gov			
Administrative Organization Connecticut State Department of Education				
Notes				

Phone Book Use Only

Bureau/Division	Position Title

Assigned Roles

Application Name	Security Organization	Role	FS
ECIS	A Child's World	ECIS Facility Data Entry	0

ABCDEFGHIJKLMNOPQRSTUVWXYZ



4. All fields except User ID, Create Date, and Last Login can be edited.

5. Click on “Save” to save your changes or click on "Manage Roles” to edit the roles that have been assigned to the user.

Directory ▸ Edit User Information

Organizations Reports Users

Current User Type: Phone Book * Secure * Draft * Mandatory Fields

Status*	User ID	Create Date	Last Login	
Active * Contact*		9/25/2015		
Salutation	First Name*	Middle Initial	Last Name*	Suffix
- Select -	Tom		Smiths	- Select -
Street 1		Street 2		
City	State		Zip (99999-9999)	
	Connecticut			
Phone* (Ex xxx-xxx-xxxx)	Extension		Fax (Ex xxx-xxx-xxxx)	
860-713-0000				
Email*	tom.smiths@ct.gov			
Administrative Organization* Connecticut State Department of Education				
Notes				

Phone Book Use Only

Bureau/Division	Position Title

Assigned Roles

Application Name A	Security Organization M	Role M	FS	Unassign
ECIS	A Child's World	ECIS Facility Data Entry	0	Unassign

ABCDEFGHIJKLMNOPQRSTUVWXYZ

Password Reset

Facility Administrators can reset a user's password from the "View User Information" page.

1. Select User tab
2. Search for User whose password needs to be changed.
3. Select User from search results.
4. From the "View User Information" page, click on "Reset Password".

Directory > View User Information

User Information

Current User Type: Secure User

Status	User ID	Create Date	Last Login
Active	TesterAE	6/11/2015	6/15/2015

Substation	First Name	Middle Initial	Last Name	Suffix
	ECIS		Testark	

Street 1: 545 Capital Ave

Street 2:

City: Newington

State: Connecticut

Zip: 06106

Phone: 860-713-4600

Extension:

Fax:

Email: ecis@ecis.ct.gov

Administrative Organization: Connecticut State Department of Education

Notes:

Please Bank Use Only

Business/Division: Position Title

Assigned Roles:

Application Name: A	Security Organization: M	Role: M	FS
ECIS - BA Test	Connecticut State Department of Education	ECIS DEC System Administrator	
ECIS	Connecticut State Department of Education	ECIS DEC System Administrator	

ABCDEFGHIJKLMNOPQRSTUVWXYZ

Edit Cancel Reset Password

5. On the reset Password Page
 - a. Fill in the required fields
 - b. Enter the "New Password"
 - i. welcome1
 - c. Enter in "Confirm New Password"
 - i. welcome1

1. Then select "Reset".

Directory > Reset Password

Reset Password

New Password*

Confirm New Password*

Reset Cancel

2. The user will be emailed their new password, which they will have the option to change. They should be encouraged to change their password and not to share the password.

Remove Role Access

1. Select “Users” on the left hand tab
2. Search for the user you would like to remove the role to.
3. Select the users “Username”. You are brought to the ‘User Information” page.
4. Select “Edit”
5. In the “Assign Roles” list box select “Unassign” for the role you want to remove the user from.

Assigned Roles				
Application Name	Security Organization	Role	FS	Unassign
Directory Manager	Connecticut State Department of Education	DM OEC Security Manager		Unassign
ECIS - BA Test	Connecticut State Department of Education	ECIS OEC System Administrator		Unassign
ECIS	Coventry High School	ECIS Facility Data Entry	0	Unassign

ABCDEFGHIJKLMNOPQRSTUVWXYZ

Manage Roles Save Cancel

6. Select “Save”.

Inactivate a User

A user who is no longer associated to the facility they are assigned to must be changed from an Active status to Inactive status. They will be retained in your user list for audit purposes and will not be able to access the system once inactivated.

1. On the left hand tab, select the “Users tab”.
2. Search for the user you would like to “inactivate”.
3. Click the “Edit” button at the bottom of the page.
4. In the “Edit User” Information page, Change the “Status” dropdown to “Inactive”.

User Information							
* Mandatory Fields							
Current User Type <input type="radio"/> Phone Book <input checked="" type="radio"/> Secure <input type="radio"/> Both							
Status*	User ID	Create Date	Last Login				
Inactive	TesterEE	6/15/2015	7/31/2015				
Salutation	First Name*	Middle Initial	Last Name*	Suffix			
--Select--	ECIS		TesterE	--Select			
Street 1		Street 2					
155 Capital Ave							

5. Select “Save” at the bottom of the user information page.