

# How Do I Add a New User or Delete a User

New TE System Snippet

The heading on the following slides details where you find the information on how to Add a New User



# Add a School User

▶ Click ADD USER

ADD USER

## Add New User

Current School  
SAMPLE Exchange - Exchange City, NE

### User Information

First Name  
firstname

Last Name  
last name

Email  
nameofemployee@nameofschool.edu

### Role

- Primary TELO
- Secondary TELO
- Export
- Read-Only
- Import
- Read-Only
- Billing
- Read-Only
- Reports

### Training

- Required
- Complete
- Not Required

Be sure to click  
Create User



CANCEL CREATE USER

**TUITION  
EXCHANGE**  
Open doors.  
New opportunities.

# Delete a School User

- ▶ To delete a user, click on the individual to be deleted and select DELETE USER

Tuition Exchange Portal

SAMPLE Exchange  
Hi, Janet Hanson  
Sign Out

**Users**

Current School: SAMPLE Exchange - Exchange City, NE

First Name	Last Name ↑	Email	Role	Training Complete
Janet	Hanson	jhanson+sample@tuitionexchange.org	Secondary TELO Admin	Not Required
Elizabeth	Rihl Lewinsky	elewinsky+SAMPLEExchange@tuitionexchang...	Primary TELO Admin	Not Required

1 row selected

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ADD USER

DELETE USER UPDATE USER



# User Roles

- ▶ There can only be one Primary TELO and one Secondary TELO User for a school.
- ▶ Only the Primary TELO can add/delete new Users.
- ▶ You can assign different roles to other Users. Examples:
- ▶ Import only/Read only/Reports (a good option for Admissions who may be involved in selecting new Import scholarship recipients)
- ▶ Export only/Reports (a good option for Human Resources who may be involved in approving/denying Export students)
- ▶ Set up a Billing User if you have an individual who only needs to log in and pay the bill using a credit card. (no training required)

