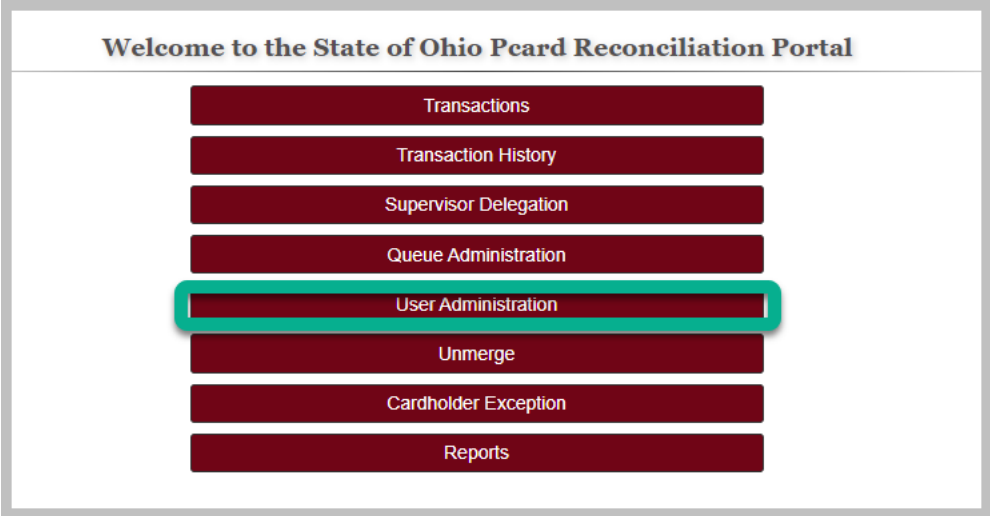
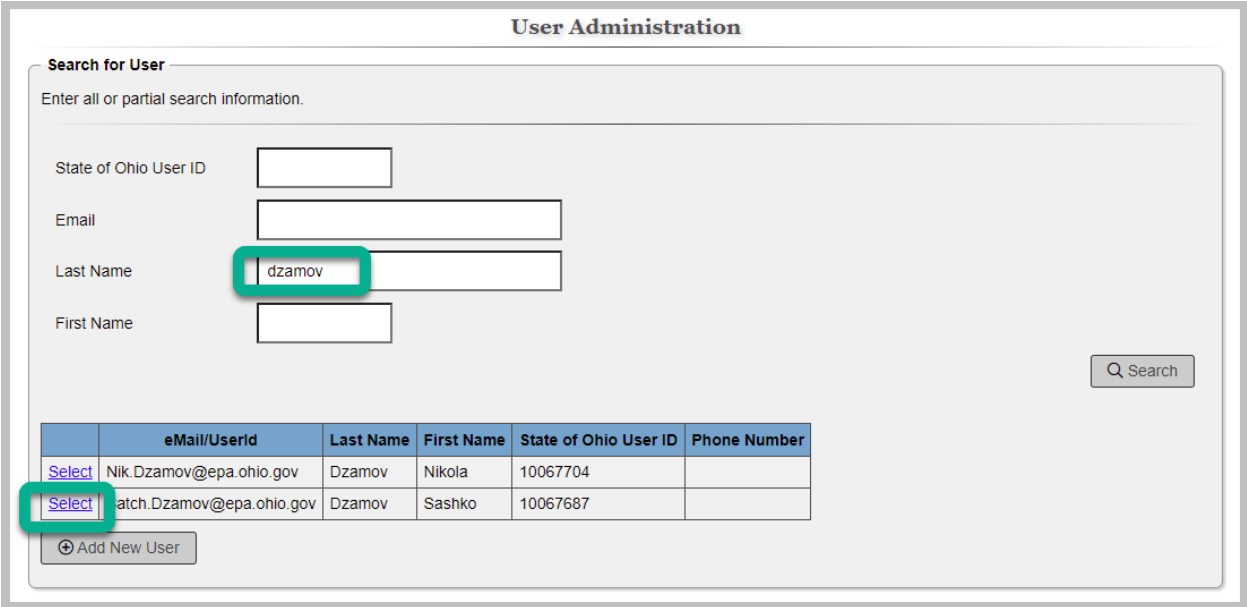


PREP - Editing User Roles

- 1. Login to PREP and go to User Administration



- 2. Search for the user by entering employee ID or last name
- 3. Click 'Select' in the row where the user's information is found



4. To add a role, click the 'Add Access' button

Details

State of Ohio User ID:	10067687
Email:	Satch.Dzamov@epa.ohio.gov
Last Name:	Dzamov
First Name:	Sashko
Phone:	
Active:	<input checked="" type="checkbox"/>

Add Access

Agency Code	Role	Queue	Active	
EPA	Supervisor		True	Deactivate

Back To Search

5. Select the needed role(s)

enu

Details

State of Ohio User ID:	10067687
Email:	Satch.Dzamov@epa.ohio.gov
Last Name:	Dzamov
First Name:	Sashko
Phone:	
Active:	<input checked="" type="checkbox"/>

Agency: EPA

Roles: **Select Role**

- Agency Administrator
- Approver
- Auditor
- Cardholder
- Supervisor
- Select Role**

Agency Code	Role	Queue	Active	
EPA	Supervisor		True	Deactivate

Back To Search

6. To remove a role, click on the 'Deactivate' link next to the role in the user's permissions grid

Details

State of Ohio User ID: 10067687	
Email:	Satch.Dzamov@epa.ohio.gov
Last Name:	Dzamov
First Name:	Sashko
Phone:	
Active:	<input checked="" type="checkbox"/>
Add Access	

Agency Code	Role	Queue	Active	
EPA	Supervisor		True	Deactivate

7. Process complete