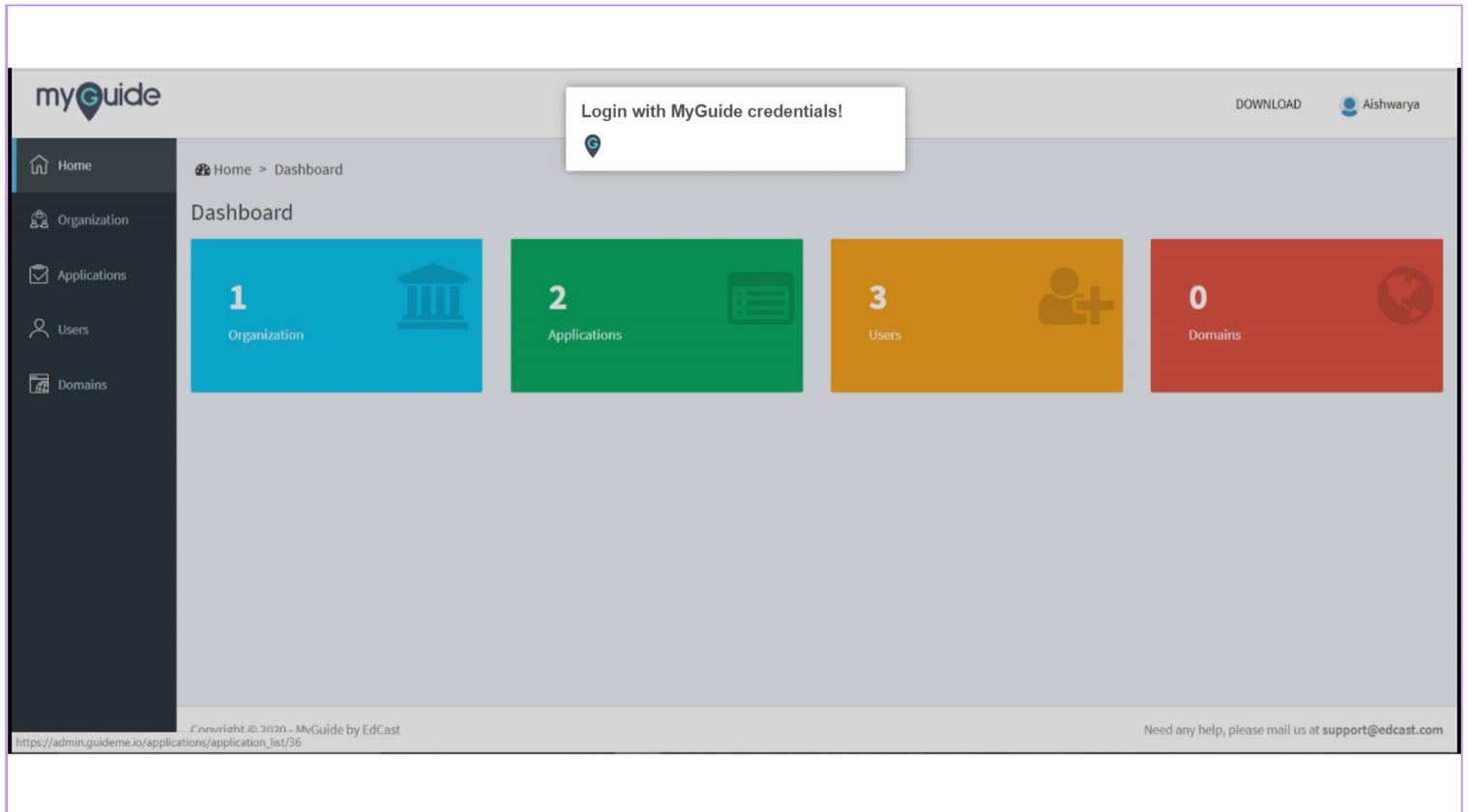




## How to Assign Guide Role to a User

## Step: 01

# Login with MyGuide credentials!



The screenshot displays the MyGuide dashboard interface. At the top left, the 'myGuide' logo is visible. A notification box in the top center reads 'Login with MyGuide credentials!'. The top right corner shows a 'DOWNLOAD' button and the user's name 'Aishwarya'. The left sidebar contains navigation links for Home, Organization, Applications, Users, and Domains. The main dashboard area is titled 'Dashboard' and features four colored cards: '1 Organization' (blue), '2 Applications' (green), '3 Users' (orange), and '0 Domains' (red). The footer includes the copyright notice 'Copyright © 2020 - MyGuide by EdCast', the URL 'https://admin.guideme.io/applications/application\_list/36', and the support contact 'Need any help, please mail us at support@edcast.com'.

## Step: 02

Click on "Organization"

The screenshot displays the myGuide dashboard interface. The top header includes the myGuide logo on the left, a 'DOWNLOAD' button, and the user name 'Aishwarya' on the right. A dark sidebar on the left contains navigation links for Home, Organization, Applications, Users, and Domains. The main content area is titled 'Dashboard' and features four large, colored cards: a blue card for 'Organization' (count: 1), a green card for 'Applications' (count: 2), an orange card for 'Users' (count: 3), and a red card for 'Domains' (count: 0). The 'Organization' card is highlighted with a red border, and a white callout box with a pointer indicates to 'Click on "Organization"'. The footer contains copyright information for EdCast and a support email address.

myGuide

DOWNLOAD Aishwarya

Home Home > Dashboard

Dashboard

1 Organization

2 Applications

3 Users

0 Domains

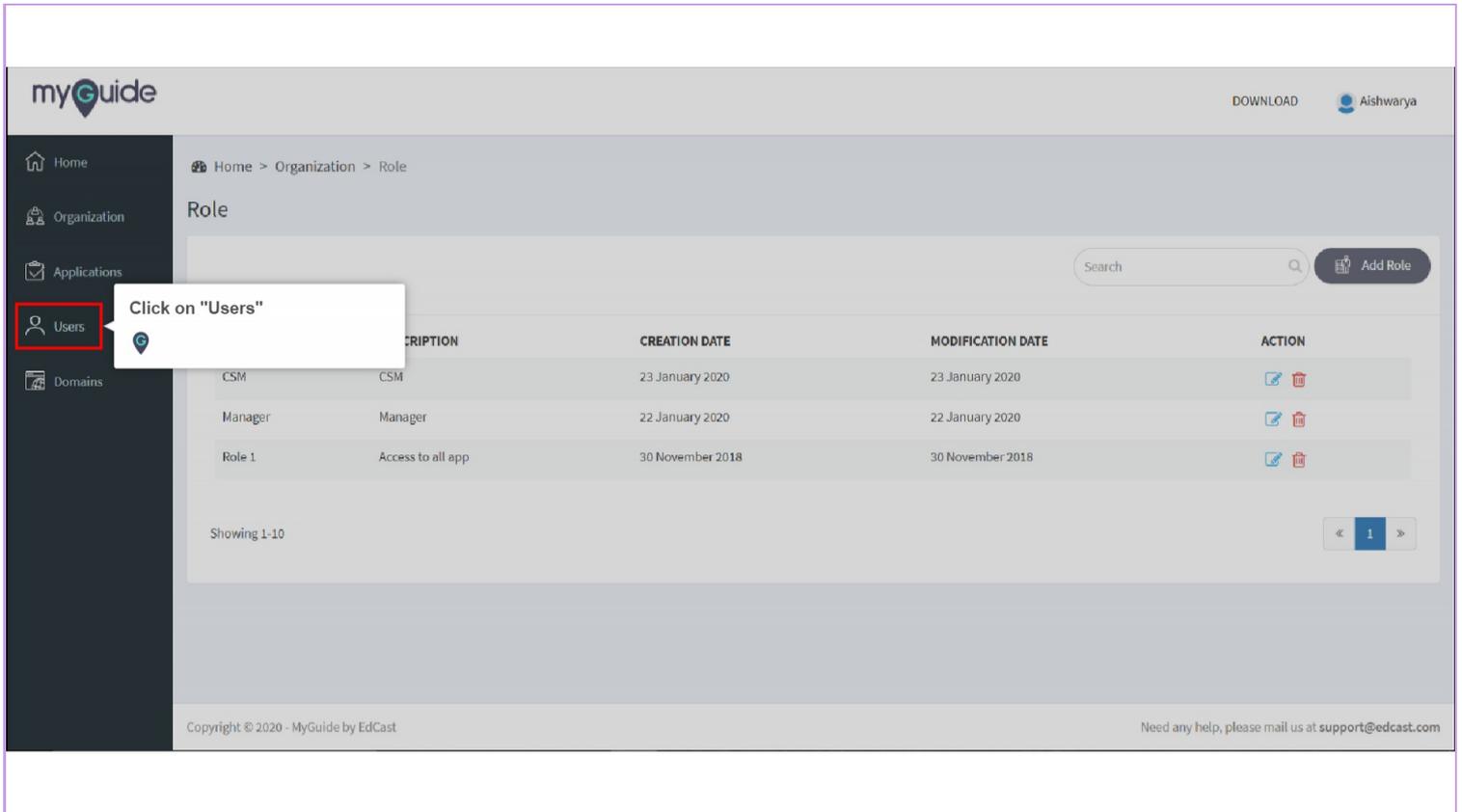
Click on "Organization"

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[https://admin.guideme.io/applications/application\\_list/36](https://admin.guideme.io/applications/application_list/36)

Need any help, please mail us at [support@edcast.com](mailto:support@edcast.com)

## Step: 03

Click on "Users"



The screenshot shows the myGuide application interface. The sidebar on the left contains navigation items: Home, Organization, Applications, Users (highlighted with a red box and a callout bubble saying "Click on 'Users'"), and Domains. The main content area is titled "Role" and displays a table of roles. The table has columns for ID, DESCRIPTION, CREATION DATE, MODIFICATION DATE, and ACTION. The data rows are:

ID	DESCRIPTION	CREATION DATE	MODIFICATION DATE	ACTION
CSM	CSM	23 January 2020	23 January 2020	<a href="#">Edit</a> <a href="#">Delete</a>
Manager	Manager	22 January 2020	22 January 2020	<a href="#">Edit</a> <a href="#">Delete</a>
Role 1	Access to all app	30 November 2018	30 November 2018	<a href="#">Edit</a> <a href="#">Delete</a>

Below the table, it says "Showing 1-10" and there is a pagination control showing "1".

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# Step: 04

Select the user whom you want to assign the role

The screenshot shows the 'myGuide' web application interface. The left sidebar contains navigation options: Home, Organization, Applications, Users, and Domains. The main content area is titled 'Users' and shows a user profile for 'Pear' with the description 'Dedicated Org for Aishwarya'. A modal dialog box is overlaid on the user list, containing the text 'Select the user whom you want to assign the role' and a location pin icon. Below the dialog is a table of users.

PROFILE	FIRST NAME	LAST NAME	EMAIL ID	USER KEY	STATUS	GUIDE ROLE	ORGANIZATION ROLE	REGISTERED ON
	Aishwarya	Karanjkar	aishwaryak+pearp@edcast.com	E8F9B38C-D1D6-497C-BE46-DC0913A363A0	Active	Creator	Unassign	16 Jan 2020
	Aishwarya	Karanjkar	aishwaryak+pear@edcast.com	8A7DF077-3DB4-4F19-8992-9F78969C36B6	Active	Administ	Select	06 Jan 2020
	Aishwarya	Karanjkar	aish+pear@edcast.com	8F114047-DDEA-4C97-86D7-B02F21EC80DE	Active	Administ	Select	12 Aug 2019

Showing 1-3 of 3

# Step: 05

Click on the drop down to see different role options

The screenshot displays the 'myGuide' interface for user management. The breadcrumb trail is 'Home > Organization > Users'. The main heading is 'Users'. Below this, there is a search bar and buttons for 'Add User' and 'Import User'. A table lists three users:

PROFILE	FIRST NAME	LAST NAME	EMAIL ID	USER KEY	STATUS	GUIDE ROLE
	Aishwarya	Karanjkar	aishwaryak+pearp@edcast.com	E8F9B38C-D1D6-497C-BE46-DC0913A363A0	Active	Creator
	Aishwarya	Karanjkar	aishwaryak+pear@edcast.com	8A7DF077-3DB4-4F19-8992-9F78969C36B6	Active	Administ
	Aishwarya	Karanjkar	aish+pear@edcast.com	8F114047-DDEA-4C97-86D7-B02F21EC80DE	Active	Administ

At the bottom of the table, it says 'Showing 1-3 of 3'. A pagination control shows '1' of 3 pages. A tooltip is present over the 'Creator' role dropdown, stating: 'Click on the drop down to see different role options'.

# Step: 06

Choose any Guide Role option from here

The screenshot shows the 'myGuide' user management interface. On the left is a navigation sidebar with options: Home, Organization, Applications, Users, and Domains. The main content area displays the profile for 'Pear' (Dedicated Org for Aishwarya) and a table of users. A dropdown menu is open over the first user, showing role options: Creator, Administrator, and Player. The 'Player' option is highlighted in blue. A callout box points to this dropdown with the text 'Choose any Guide Role option from here'.

PROFILE	FIRST NAME	LAST NAME	EMAIL ID	USER KEY	STATUS	ROLE	REGISTERED ON
	Aishwarya	Karanjkar	aishwaryak+pearp@edcast.com	E8F9B38C-D1D6-497C-BE46-DC0913A363A0	Active	Creator	16 Jan 2020
	Aishwarya	Karanjkar	aishwaryak+pear@edcast.com	8A7DF077-3DB4-4F19-8992-9F78969C36B6	Active	Creator	06 Jan 2020
	Aishwarya	Karanjkar	aish+pear@edcast.com	8F114047-DDEA-4C97-86D7-B02F21EC80DE	Active	Administ	12 Aug 2019

# Step: 07

Click on "Ok" if you are sure to change the User Role

The screenshot shows the myGuide user management interface. A modal dialog box titled "Change User Role" is open, asking "Are you sure you want to change the Role of this user?". The "Ok" button is highlighted with a red box. A callout box points to the "Ok" button with the text "Click on 'Ok' if you are sure to change the User Role".

The background interface shows a sidebar with navigation options: Home, Organization, Applications, Users, and Domains. The main content area displays a table of users with columns: PROFILE, FIRST NAME, LAST NAME, EMAIL ID, USER KEY, STATUS, GUIDE ROLE, ORGANIZATION ROLE, and REGISTERED ON.

PROFILE	FIRST NAME	LAST NAME	EMAIL ID	USER KEY	STATUS	GUIDE ROLE	ORGANIZATION ROLE	REGISTERED ON
	Aishwarya	Karanjkar	aishwaryak+pearp@edcast.com	E8F9B38C-D1D6-497C-BE46-DC0913A363A0	Active	Player	Unassign	16 Jan 2020
	Aishwarya	Karanjkar	aishwaryak+pear@edcast.com	8A7DF077-3DB4-4F19-8992-9F78969C36B6	Active	Administ	Select	06 Jan 2020
	Aishwarya	Karanjkar	aish+pear@edcast.com	8F114047-DDEA-4C97-86D7-802F21EC80DE	Active	Administ	Select	12 Aug 2019

Showing 1-3 of 3

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# Step: 08

The User Role has been changed successfully! Click on "Ok"

The screenshot displays the 'myGuide' user management interface. A central notification box states 'Success! User Role has been changed successfully.' with an 'Ok' button highlighted in red. A secondary callout box points to the 'Ok' button with the text 'The User Role has been changed successfully! Click on "Ok"'. Below the notification is a table of users with columns for Profile, First Name, Last Name, Email ID, User Key, Status, Guide Role, Organization Role, and Registered On. The table contains three entries for 'Aishwarya Karanjkar' with different email addresses and user keys. The first entry is a 'Player' and the other two are 'Administ'.

PROFILE	FIRST NAME	LAST NAME	EMAIL ID	USER KEY	STATUS	GUIDE ROLE	ORGANIZATION ROLE	REGISTERED ON
	Aishwarya	Karanjkar	aishwaryak+pearp@edcast.com	E8F9B38C-D1D6-497C-BE46-DC0913A363A0	Active	Player	Unassign	16 Jan 2020
	Aishwarya	Karanjkar	aishwaryak+pear@edcast.com	8A7DF077-3DB4-4F19-8992-9F78969C36B6	Active	Administ	Select	06 Jan 2020
	Aishwarya	Karanjkar	aish+pear@edcast.com	8F114047-DDEA-4C97-86D7-B02F21EC80DE	Active	Administ	Select	12 Aug 2019

Showing 1-3 of 3

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# Thank You!

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