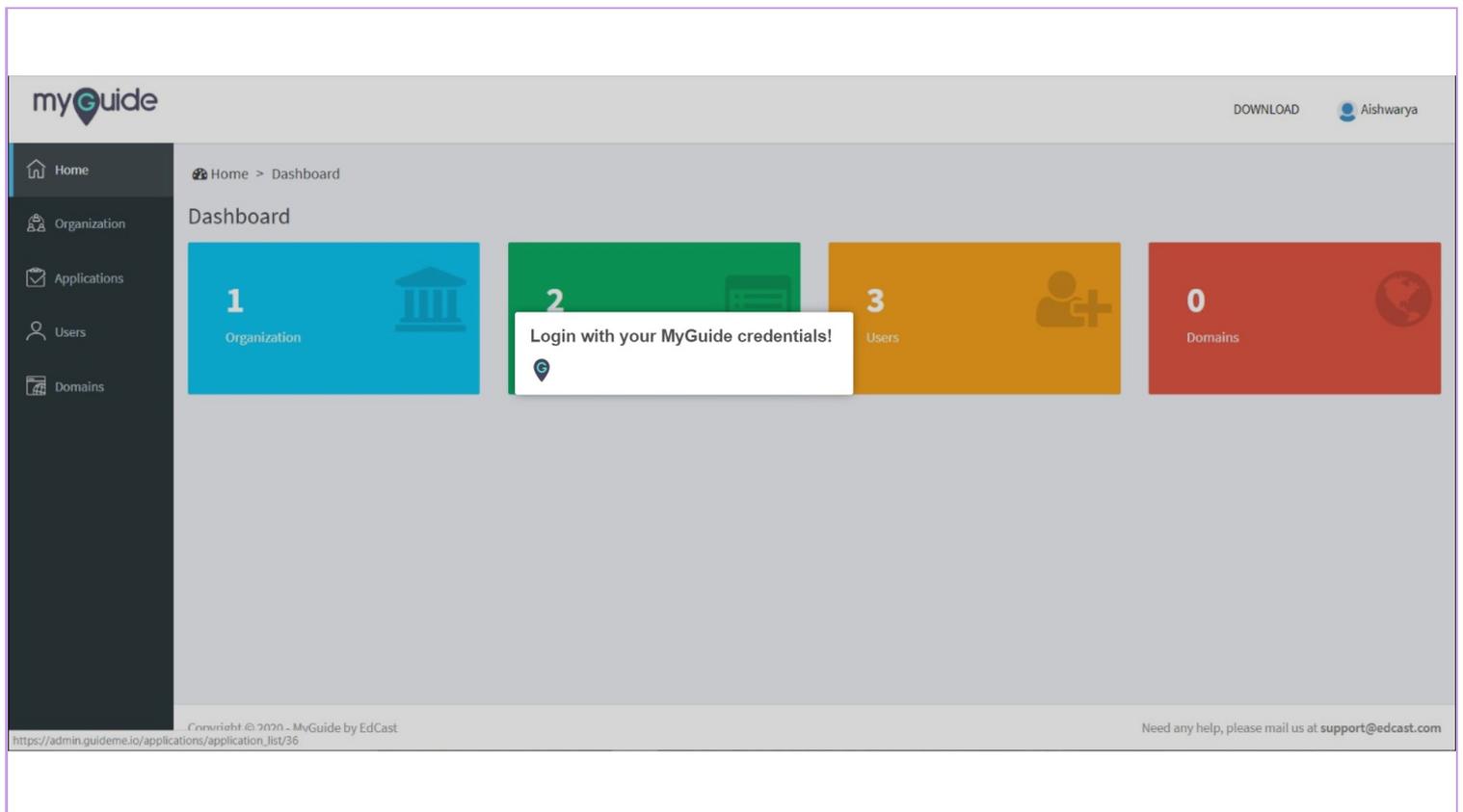




How to Assign Organization Role to a User

Step: 01

Login with your MyGuide credentials!



The screenshot displays the MyGuide dashboard interface. At the top left is the 'myGuide' logo. In the top right corner, there is a 'DOWNLOAD' link and a user profile for 'Aishwarya'. A dark sidebar on the left contains navigation links for Home, Organization, Applications, Users, and Domains. The main content area shows a breadcrumb 'Home > Dashboard' and a 'Dashboard' title. Below the title are four colored cards: a blue card for 'Organization' with the number '1', a green card for 'Users' with the number '3', and a red card for 'Domains' with the number '0'. A white login prompt box is overlaid on the green 'Users' card, containing the text 'Login with your MyGuide credentials!' and a location pin icon. At the bottom of the dashboard, there is a footer with copyright information: 'Copyright © 2020 - MyGuide by EdCast' and a URL 'https://admin.guideme.io/applications/application_list/36'. On the right side of the footer, it says 'Need any help, please mail us at support@edcast.com'.

Step: 02

Click on "Users"

The screenshot displays the myGuide dashboard interface. At the top left is the myGuide logo. In the top right corner, there is a 'DOWNLOAD' button and a user profile for 'Aishwarya'. A dark sidebar on the left contains navigation links: Home, Organization, Applications, Users, and Domains. The main content area is titled 'Dashboard' and shows four data cards: '1 Organization' (blue), '2 Applications' (green), '3 Users' (orange, highlighted with a red border), and '0 Domains' (red). A white callout box with a pointer to the 'Users' card contains the text 'Click on "Users"' and a small location pin icon. At the bottom of the dashboard, there is a footer with copyright information: 'Copyright © 2020 - MyGuide by EdCast' and a URL 'https://admin.guideme.io/applications/application_list/36'. On the right side of the footer, it says 'Need any help, please mail us at support@edcast.com'.

Step: 03

Click here to see all the Organization Roles

The screenshot shows the 'myGuide' web application interface. The top navigation bar includes the 'myGuide' logo, a 'DOWNLOAD' button, and the user's name 'Aishwarya'. The left sidebar contains navigation links for Home, Organization, Applications, Users, and Domains. The main content area is titled 'Users' and displays a profile for 'Pear' (Dedicated Org for Aishwarya). Below the profile is a search bar and buttons for 'Add User' and 'Import User'. A table lists three users with columns for Profile, First Name, Last Name, Email ID, User Key, Status, Guide Role, Organization Role, and Registered On. The 'Organization Role' column for the first user is highlighted with a red box, and a tooltip points to it with the text 'Click here to see all the Organization Roles'. The table shows three users, all with the first name 'Aishwarya' and last name 'Karanjkar'. The first user is 'Active' and has the role 'Role 1'. The second user is 'Inactive' and has the role 'Role 1'. The third user is 'Inactive' and has the role 'Role 1'. The table also shows the registration dates for each user.

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	Role 1	16 Jan 2020
	Aishwarya	Karanjkar	aishwaryak+pear@edcast.com	8A7DF077-3DB4-4F19-8992-9F78969C36B6	Inactive	Creator	Role 1	06 Jan 2020
	Aishwarya	Karanjkar	aish+pear@edcast.com	8F114047-DDEA-4C97-86D7-B02F21EC80DE	Inactive	Creator	Role 1	12 Aug 2019

Step: 04

Select any Organization Role from here

The screenshot shows the 'myGuide' user management interface. The header includes the 'myGuide' logo, a 'DOWNLOAD' button, and the user's name 'Aishwarya'. A sidebar on the left contains navigation links for Home, Organization, Applications, Users, and Domains. The main content area displays the organization name 'Pear' and a list of users. A search bar and buttons for 'Add User' and 'Import User' are located above the user table. The table has columns for Profile, First Name, Last Name, Email ID, User Key, Status, Guide Role, Organization Role, and Registered On. A red box highlights the 'Organization Role' dropdown menu, which is open, showing options: 'Role 1', 'Unassigned', 'Manager', and 'Role 1'. A tooltip points to this dropdown with the text 'Select any Organization Role from here'. The footer contains copyright information and a support email address.

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	Role 1	16 Jan 2020
	Aishwarya	Karanjkar	aishwaryak+pear@edcast.com	8A7DF077-3DB4-4F19-8992-9F78969C36B6	Active	Administ	Unassigned	06 Jan 2020
	Aishwarya	Karanjkar	aish+pear@edcast.com	8F114047-DDEA-4C97-86D7-B02F21EC80DE			Role 1	12 Aug 2019

Step: 05

Click on "Ok"

Change Organization User Role

Are you sure you want to change the Organization Role of this user?

Cancel Ok

Click on "Ok"

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	Manager	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

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Step: 06

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

The screenshot shows the myGuide web application interface. A success message is displayed in a modal window, stating "Success! Organization User Role has been changed successfully." Below this, a white notification box contains the text "The Organization User Role has been changed successfully! Click on 'Ok'". The main content area displays 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 rows of user data. At the bottom of the page, there is a copyright notice for MyGuide by EdCast and a support email address.

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	Manager	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

Thank You!

myguide.org