

ADDING & EDITING USERS

1. Point your browser to <http://www.accsports.org/login/login.jsp>

ACCC Management Page - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Search Favorites Media

Address <http://www.accsports.org/login/login.jsp>

Alabama Community College Conference www.accsports.org

ACCC User Management Section
Enter Your Login Information

Username:

Password:

2. Login
3. Select “Edit Users”.
4. Select your college.

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ACCC User Management Section [Return To User Homepage](#) [Logout](#) **Jane Doe**

User Management
Please select your school.

[Bevill St. Sumiton](#)

5. Select “College User”.

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ACCC User Management Section [Return To User Homepage](#) [Logout](#) **Jane Doe**

User Management
Please select which access rights to give.

[College User](#)

6. This will bring you to the add user page. Enter the user information. Then select the user access rights. Select whether the user will have rights to the “Edit Users”. Then select whether the user has rights to the “Articles” section. If you answer yes to give rights to the user for “Articles”, then select which sport the user will access, or give access to all sports by selecting the “all” choice. You will do the same for picture gallery as you did for the “Articles” section. Then select whether to give access to the “Player Spotlight” section. You will then

select choose to have the password expire if desired. If you select yes, then please choose the year and month for the password to expire. Once you have finished entering the user information, click the “Add User” button.

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ACCC User Management Section Return To User Homepage Logout Jane Doe

User Management

Please enter a new user or select edit from the right corner to edit a user. If you do not want to save the data click "Return - Do Not Save", this will return you to the user management homepage without saving.

College: BEVILL ST. SUMITON

First Name:

Last Name:

Position:

Username:

Password:

Access To Edit Users: ▼

Access To Articles: ▼

*If yes to Articles, then choose which sport or all sports:

Access To Picture Gallery: ▼

*If yes to picture gallery, then choose which sport or all sports:

Access To Player Spotlight: ▼

Have Password Expire: ▼ *If you select yes, please enter the year and month for password to expire.

Year: ▼ Month: ▼

College Users

Click the edit link to edit a person or delete to delete a person.

Jane Doe

[EDIT](#) [DELETE](#)

- You will then be brought back to the edit users page. You will notice a message that says, “Your information has been saved”.

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ACCC User Management Section Return To User Homepage Logout Jane Doe

User Management

Please select your school.
Your information has been saved

Bevill St. Sumiton

- To edit a user. Select your college and select “College User”. This will bring you back to the add user page.
- Select edit from the right menu, to edit a user. This will bring up the user’s information to edit.
- Once you have edited a user, click the “Add User” button to save the user’s information.
- To delete a user, click the delete link on the right hand side of the page.
- When you have finished, please click “Logout” at the top.