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## Therap []\_\_\_\_\_\_ User []\_\_\_\_\_ User Administrative []\_\_\_\_\_ User []\_\_\_\_\_ User []\_\_\_\_\_\_ []\_\_\_ []\_\_\_\_ []\_\_ []\_\_\_ []\_

#### 0. Admin 0000 000 **User** 000 00 000 **List** 0000000 0000 0000

To Do	General	
Individual	Provider	Preferences   Password Policy
Health		New   List   Import from Excel   Search Imported Excel
Agency	User	Assign External System ID   Self Password Reset
Billing	Title	New   List   Import from Excel   Search Imported Excel



#### User List

_ogin Name ↑ <del>≓</del>	First Name	Last Name	Title	Employee ID	Status		Lock / Unlock	Lock / Unlock Action
					All 🗸	Status Action	All 🗸	
amina	Amina	Hossain	Special Educator		Inactive	Activate	N/A	N/A
anita	Anita	Begum	Teacher		Active	Deactivate	Unlocked	Lock
abdul	Abdul	Islam	Academic Coordinator		Deleted		N/A	N/A
abdullah	Abdullah	Khan	Teacher		Active	Deactivate	Unlocked	Lock
abdur	Abdur	Hossain	Special Teacher		Active	Deactivate	Unlocked	Lock
nariam	Mariam	Chowdhury	Speech Therapist		Active	Deactivate	Unlocked	Lock
niloy	Niloy	Das	Academic Coordinator		Active	Deactivate	Unlocked	Lock
sonia	Sonia	Afreen	Teacher		Active	Deactivate	Unlocked	Lock
Showing 1 to	8 of 8 entries							< 1
Export to Exce	I							



User List							
A NOTE Deactivating a user will remove all profiles and privileges. To temporarily suspend access, use Lock/Unlock.							
<b>Login Name</b> ↑ <del>₹</del> sonia	First Name	Last Name	Title	Employee ID	Status All 🗸	Status Action	Lock / Unlock All V
sonia	Sonia	Hossain	Teacher	12123	Active	Deactivate	Unlocked
							• • •
Showing 1 to	1 of 1 entries						< 1 >
Showing 1 to	1 of 1 entries						< 1 →

#### 



#### Update User Information o

NOTE: Password has ex	xpired for this user's account. You need to reset the password.
User Information	
* First Name	Sonia
* Last Name	Hossain
User Initials	SHN
Login Name	sonia
* Time Zone	Asia/Dhaka 👻
Account Settings	
Status	Active
Employer/Work Info	rmation
* Title	Teacher
Employee ID Number	12123
Hire Date	12/20/2018
Go to Personal Details Go to Privilege	
Back	Delete Update and go to Personal Details Update and go to Privilege Update

#### **Derived Details Control Update and go to Personal Details Control Con**



#### User 🔲 Personal Details 🗆 🗆 🗠 🗠

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Go to Privilege				
Back	Delete Update a	and go to Personal Details	Update and go to Privilege	Update

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Go to Personal Details Go to Privilege				
Back	Delete	Update and go to Personal Details	Update and go to Privilege	Update

# Details Description Descrint Description </t



#### Personal Details o

Personal Information	n
Basic Information	
Photo	Add Image
	Add image
User Name	Sonia Hossain
User Initials	SHN
Title	Teacher
Gender	O Male 🖲 Female 🔘 Other
Date of Birth	01/01/1998
License Number	
SSN	
ID(S)	- Please Select -
	+ Add
Contact Information	1
Address	16/1, Main Street, Central Road
	Street 1 Street 2
	Dhaka State v 1205 Banoladesh •
	City State Zip Code Country
Phone Number	0123456789
	Home
	Mobile
	Temporary Extension
Phone Number Comments	
E-Mail Address	sonia@demo.com
Preferences	
Time Zone	Asia/Dhaka •
Enable	
Notification	-
Additional Contact	Information
Employer/Work Info	prmation
West Dhara	
Number	1235671578 +880
Fax Number	
Emergency Contact	1
Name	Fatema Akhter
Phone Number	
Humber	10/8230491 +880
Emergency Contact	12
Name	
Phone Number	Extension
EVV	
EVV ID	
EVV Caregiver	- Please Select -
Туре	
Profile(s)	
User Links	
Cancel Back	Update



### 0. 0000000000 0000 000 000 000 0000 **Update** 0000000 0000 0000

Profile(s) User Links	
Cancel Back	Update

	Successfully updated.	
Back to Form   List		
Actions		
Create New User Go to User Privilege		