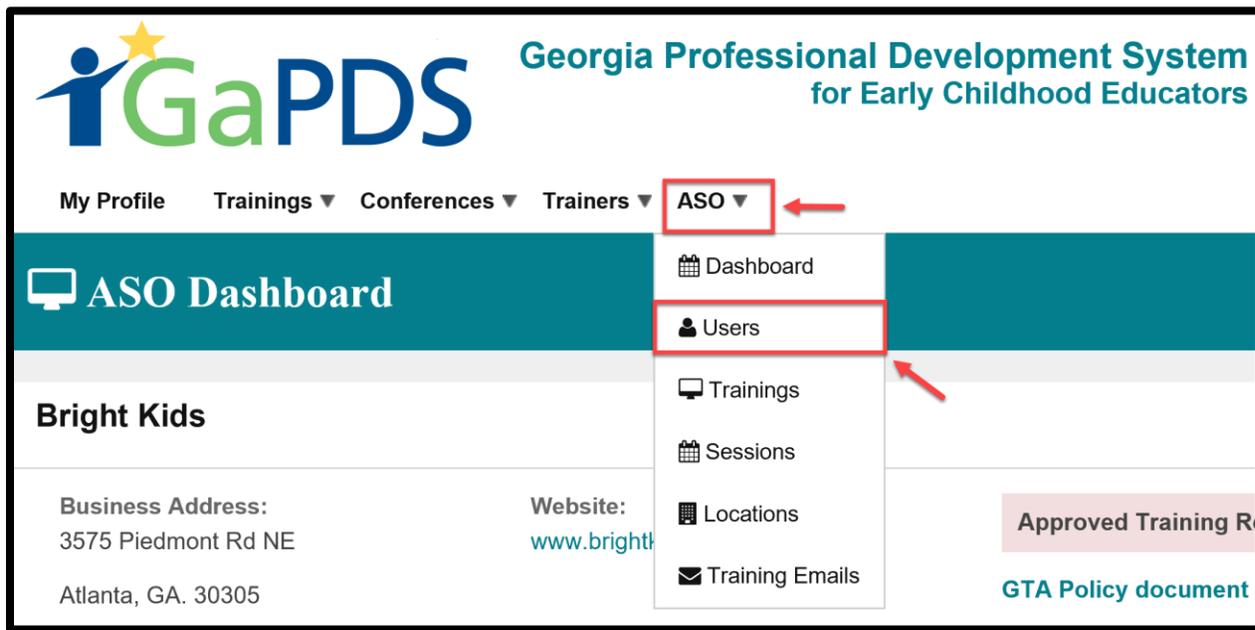
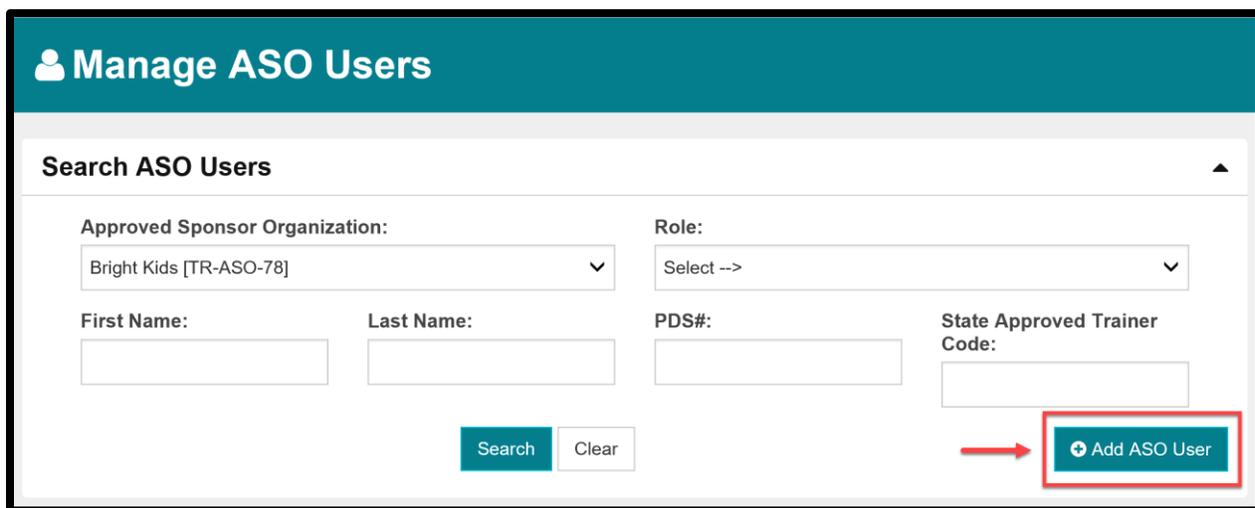


How to Add an ASO User

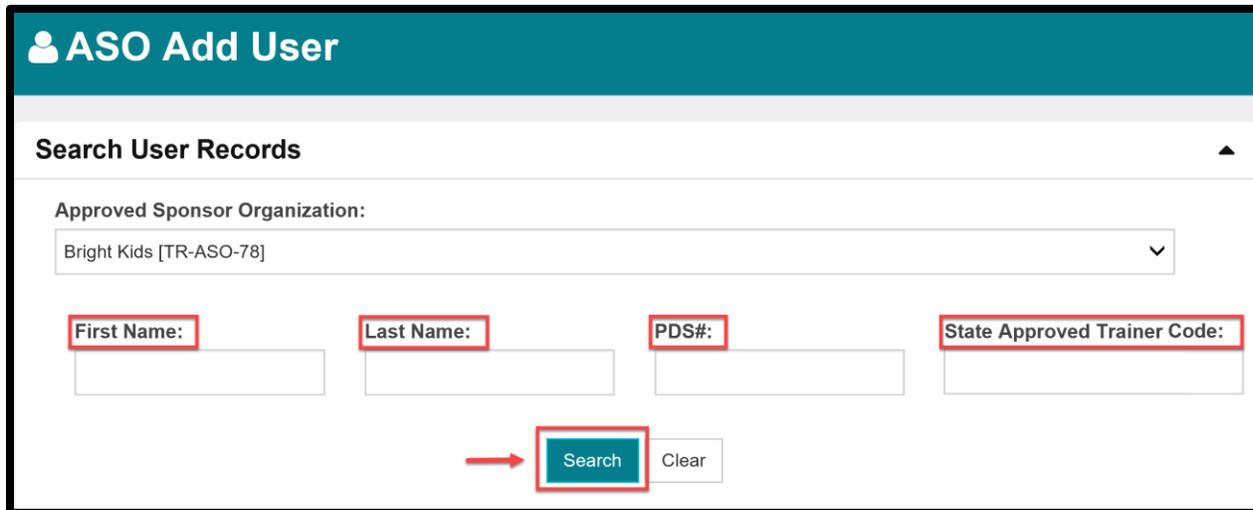
1. Log in to GaPDS as an ASO Admin, click on “ASO”, and select “Users”.



2. On the 'Manage ASO Users' page, click “Add ASO User”.



- On the 'ASO Add User' page, enter a First Name, Last Name, PDS #, and/or State Approved Trainer Code, and click "Search".



ASO Add User

Search User Records

Approved Sponsor Organization:
Bright Kids [TR-ASO-78]

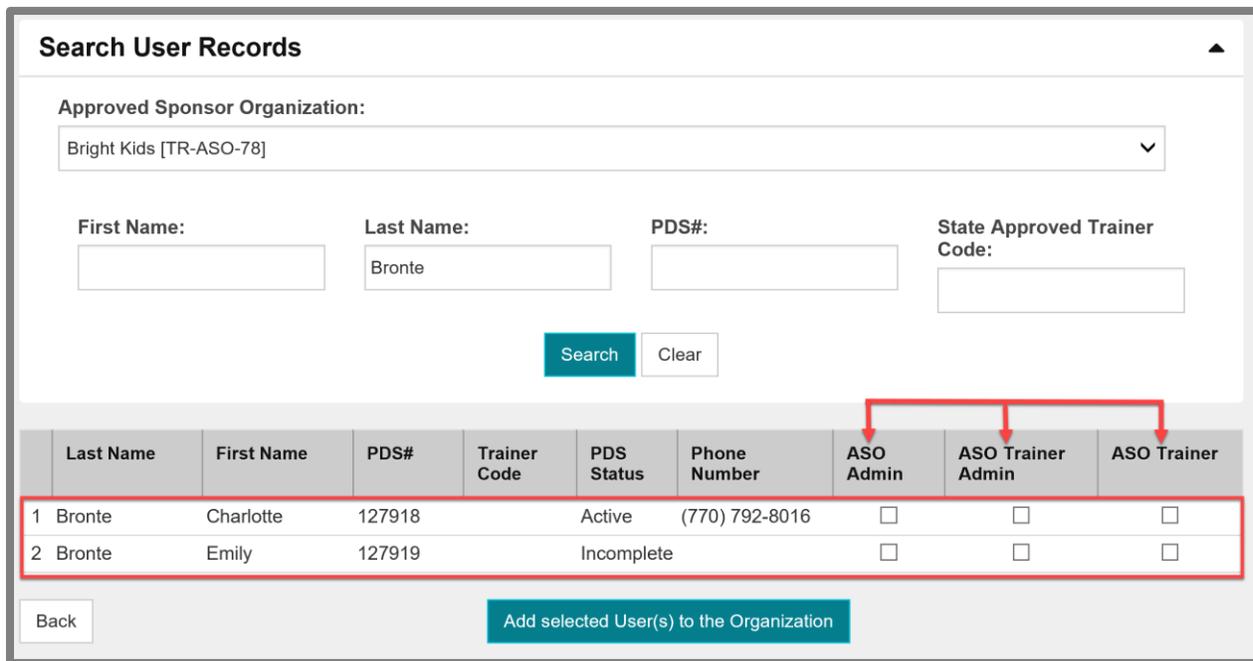
First Name:

Last Name:

PDS#:

State Approved Trainer Code:

- The search results display along with the ASO Admin, ASO Trainer Admin, or ASO Trainer check boxes.



Search User Records

Approved Sponsor Organization:
Bright Kids [TR-ASO-78]

First Name:

Last Name:

PDS#:

State Approved Trainer Code:

	Last Name	First Name	PDS#	Trainer Code	PDS Status	Phone Number	ASO Admin	ASO Trainer Admin	ASO Trainer
1	Bronte	Charlotte	127918		Active	(770) 792-8016	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	Bronte	Emily	127919		Incomplete		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

5. Select the user's role(s) and then click "Add selected User(s) to the Organization".

	Last Name	First Name	PDS#	Trainer Code	PDS Status	Phone Number	ASO Admin	ASO Trainer Admin	ASO Trainer
1	Bronte	Charlotte	127918		Active	(770) 792-8016	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> ←
2	Bronte	Emily	127919		Incomplete		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Back Add selected User(s) to the Organization ←

6. Click "Back".

	Last Name	First Name	PDS#	Trainer Code	PDS Status	Phone Number	ASO Admin	ASO Trainer Admin	ASO Trainer
1	Bronte	Emily	127919		Incomplete		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Back ← Add selected User(s) to the Organization Updated successfully.

7. The new user displays on the 'Manage ASO Users' page.

Manage ASO Users

Search ASO Users

Approved Sponsor Organization: Bright Kids [TR-ASO-78] Role: Select -->

First Name: Last Name: PDS#: State Approved Trainer Code:

Search
Clear
+ Add ASO User

Page Size: 10 ▾

	Name	PDS#	Trainer Code	Email	Phone Number	ASO Admin	ASO Trainer Admin	ASO Trainer	Action
1	Skye Blue	127916		(770) 792-8010	(770) 792-8010	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2	Charlotte Bronte	127918		(770) 792-8016	(770) 792-8016	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

Note: ASO Trainer Admins and ASO Trainers cannot add ASO Users.

