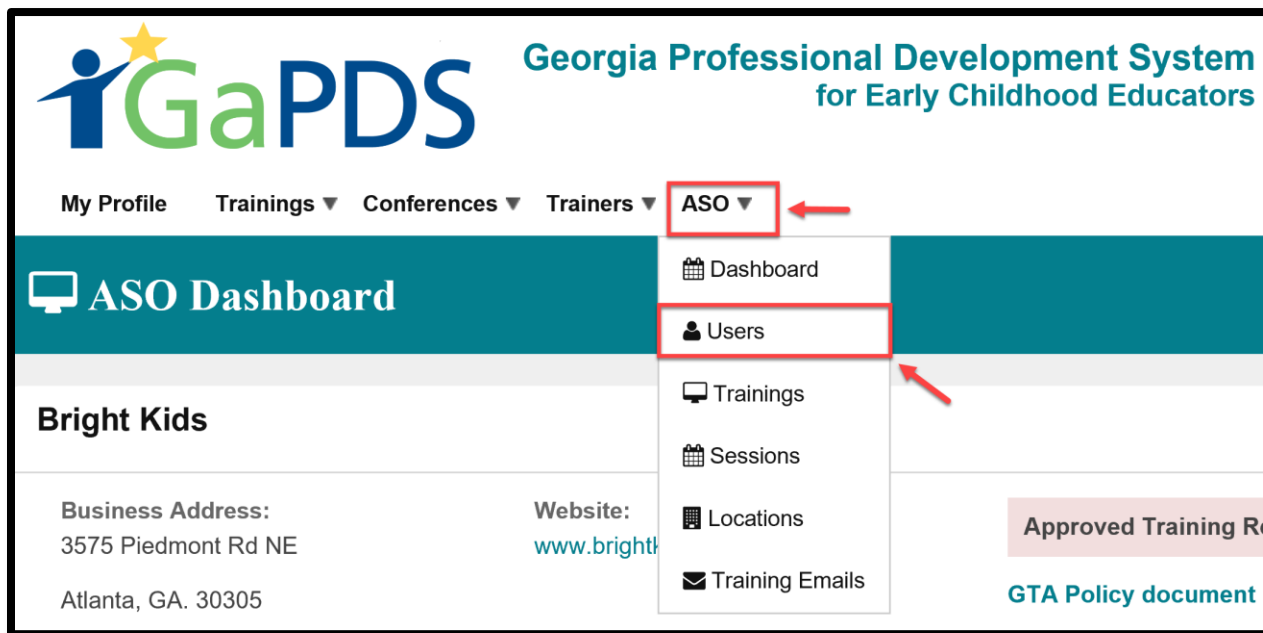
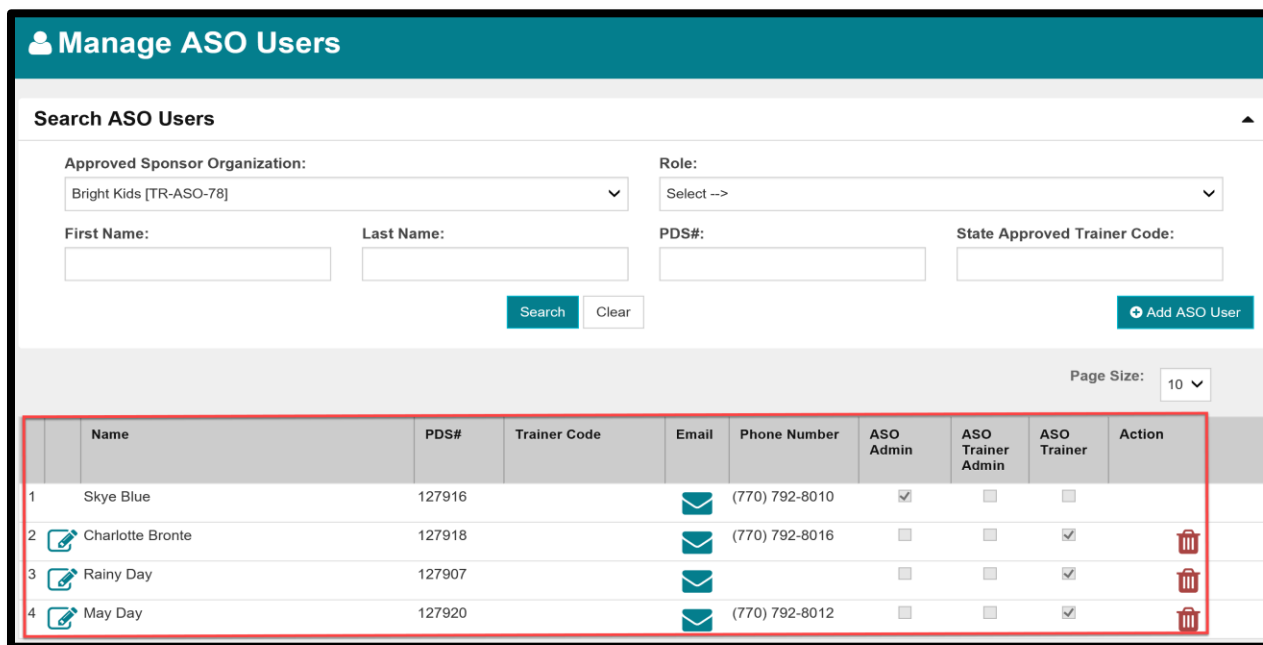


How to Edit an ASO User

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



2. The ‘Manage ASO Users’ page displays with a list of the ASO’s current users.



3. Click “**Edit ASO**” next to the user whose role needs to be updated.

	Name	PDS#	Trainer Code	Email	Phone Number	ASO Admin	ASO Trainer Admin	ASO Trainer	Action
1	Skye Blue	127916			(770) 792-8010	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2	Charlotte Bronte	127918			(770) 792-8016	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
3	Rainy Day	127907				<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
4	May Day	127920			(770) 792-8012	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

4. Change the role or add an additional role and then click “**Update**”.

	Name	PDS#	Trainer Code	Email	Phone Number	ASO Admin	ASO Trainer Admin	ASO Trainer	Action
1	Skye Blue	127916			(770) 792-8010	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2	Charlotte Bronte	127918			(770) 792-8016	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="button" value="Update"/> <input type="button" value="Cancel"/>
3	Rainy Day	127907				<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
4	May Day	127920			(770) 792-8012	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

5. Click “**OK**” on the confirmation popup. The user is successfully updated.

	Name	PDS#	Trainer Code	Email	Phone Number	ASO Admin	ASO Trainer Admin	ASO Trainer	Action
1	Skye Blue	127916			(770) 792-8010	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2	Charlotte Bronte	127918			(770) 792-8016	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
3	Rainy Day	127907				<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
4	May Day	127920			(770) 792-8012	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

Note (1): ASO Trainer Admins and ASO Trainers cannot edit ASO Users.

Note (2): The ASO Trainer role cannot be removed if the trainer is associated with an Open or New training session. You must first unassign the trainer from all Open or New Training Sessions before removing the trainer role.