

How do I make an Educator an Admin on the uPAR website?

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1. Login as an admin to: <https://universalpar.com>
2. Select Manage Educators.
3. Look for the Educators name on the list.
4. Click on the "Cog icon" to the right of the Educator's Name.*
5. Toggle on Admin and toggle off Educator.

(An Admin also has Educator and Analyst Permissions so there is no need to have an Admin have multiple permissions toggled on)

6. Click on Save.

*The educator needs to accept the invite before you can change their permissions. If the "Cog icon" is grayed out and you cannot click on it then the Educator has not yet accepted your invite.
