



**Administration for  
Children's Services**

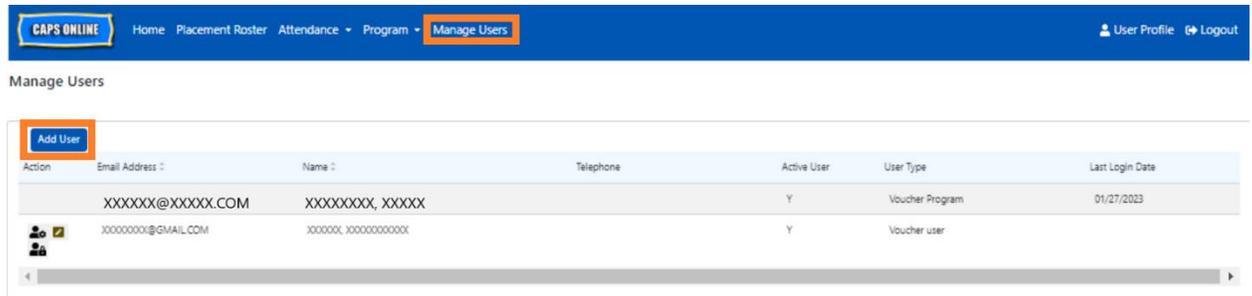
CAPS ONLINE QUICK REFERENCE GUIDE:  
MANAGING USERS  
(PROGRAMS)

## MANAGE USERS

The **Manage Users** option in the menu allows you to grant CAPS Online access to additional people associated with your program and manage their privileges within the system.

### ADD A USER

1. To grant a new user access to the system, select the **Add User** button at the top of the page.



2. The User Info page will appear. Here, you can add the new user's information. First Name, Last Name, and Contact Email are required fields. The user must create a NYC ID using the same email address added below in the user info page to access the system.

User Information

Program Number: XXXXXXXXX

Last Name: XXXXXXXXX

First Name: XXXXXXXXX

Telephone Number: (999) 999-9999

Contact Email: XXXXXX@XXXXX.XXX

Confirm Contact E-Mail: XXXXXX@XXXXX.XXX

**Add** Reset

3. Click **Add** to complete.

### EDIT EXISTING USERS

If a user is already listed, you can manage their role and permissions/access using the icons in the **Action** column on the left. This can be updated at any time.

Manage Users

**Add User**

Action	Email Address	Name	Telephone	Active User	User Type	Last Login Date
	XXXXXXXX@XXXX.COM	XXXXXX, XXXXX		Y	Voucher Program	02/27/2023
 	XXXXXXXX@GMAIL.COM	XXXXXX, XXXXXXXXXXXXX		Y	Voucher user	
 	XXXXXXXX@XXXX.COM	XXXXXX, XXXXX		Y	Voucher user	

There are three icons with the following functions:

 **Manage Roles:** If a user is already listed, you can manage their role and permissions/access from the Manage Roles (person with gear) icon. For example, if you only want a user to be able to view closures but not add or edit closures, you would check the box in the “Read Only” column next to Closure. Alternatively, if you would like the user to be able to add or edit closures, you would check the box in the “Read Write” column next to Closure. Click **save** after making any changes on this page.

CAPS ONLINE Home Placement Roster Attendance Program Manage Users User Profile Logout

Manage Roles

**User Information**

Email Address  
XXXXXXXX@XXXX.COM

User Name  
XXXXXX, XXXXX

Phone  
Last Login

**Roles for User:** XXXXXXXXXXX@XXXX.COM

Description	Read Only	Read Write
Placement Drop (PD)	<input type="checkbox"/>	<input checked="" type="checkbox"/>
All Attendance (AA)	<input type="checkbox"/>	<input checked="" type="checkbox"/>
TITO Attendance (AT)	<input type="checkbox"/>	<input type="checkbox"/>
Closure (AC)	<input type="checkbox"/>	<input type="checkbox"/>
Monthly Attendance (AM)	<input type="checkbox"/>	<input type="checkbox"/>

**Save** **Reset**

 **Edit a User:** Selecting the Edit a User (pencil) icon, will allow you to change their name, phone number, or email address. Program number is not an editable field. Click **save** after making any changes on this page.

CAPS ONLINE Home Placement Roster Attendance Program Manage Users User Profile Logout

User Info

**User Information**

Program Number: XXXXXXXX

Last Name: XXXXXXXXXXXXX

First Name: XXXXXXXXXXX

Telephone Number: (999) 999-9999

Contact Email: XXXXXXXXXXX@YAHOO.COM

Confirm Contact Email: XXXXXXXXXXX@YAHOO.COM

**Save** **Reset**

 **Enable/Disable a User:** Select the Enable/Disable User (person with a lock symbol) icon to enable or disable the user's access to the system. Click **submit** to confirm.

