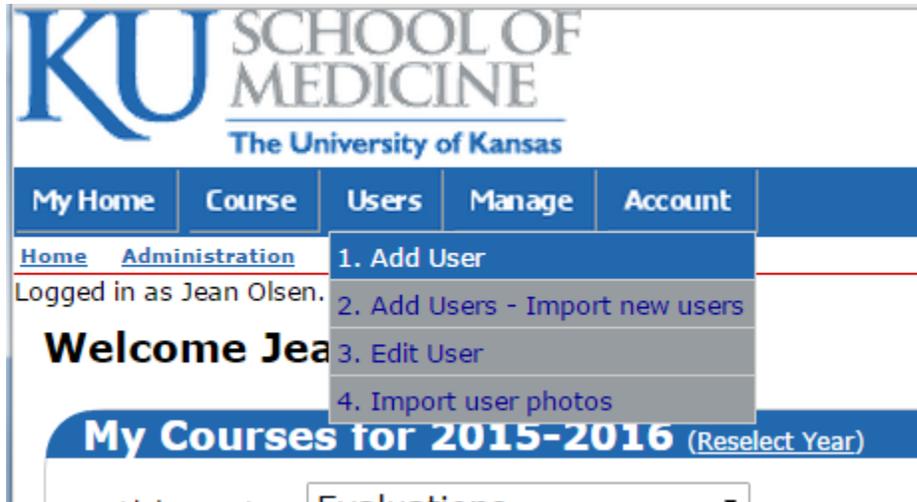


## Instructions for Adding Users with KUMC IDs to OASIS

### 1. From the Users drop-down menu, click "Add User"



If the new user has a KUMC ID, please follow instructions 2-7. If the new user does not have a KUMC ID, please follow instructions 8-10.

2. In the Username field, type the new user's KUMC ID
3. Click the radio button for "External: Passwords are verified by another system such as LDAP, not ." This allows a user with a KUMC ID to log in via the CAS system.
4. Select "Evaluator" from the Role drop-down menu.
5. Enter the new user's First Name, Last Name, and Email in the appropriate fields.

Add User		<a href="#">Return to Menu</a>
<b>Bold</b> fields are required! Note that if you are adding a student you <b>MUST</b> assign them a student level and login time in Students > Modify a Student's Level, before they will be able to login.		
The Evaluator role is a limited role intended <b>only</b> for users who will only need access to the evaluation system. This role cannot be extended to give users access to other features of OASIS outside the evaluation system.		
Username	<input type="text" value="kistas"/>	
Authentication Method	<input type="radio"/> Internal: Passwords are verified by . <input checked="" type="radio"/> External: Passwords are verified by another system such as LDAP, not .	
Role	<input type="text" value="Evaluator"/> ▼	
External ID (campus id)	<input type="text"/>	
Prefix	<input type="text"/>	
First name	<input type="text" value="Kat"/>	
Middle name	<input type="text"/>	
Last name	<input type="text" value="Istas"/>	
Suffix	<input type="text"/>	
Previous Name	<input type="text"/>	
Preferred Name	<input type="text"/>	
Email	<input type="text" value="kistas@kumc.edu"/>	
Phone	<input type="text"/>	
Pager	<input type="text"/>	

**6. Scroll to the bottom of the form. Click the Edit link to select a Primary Department.**

Home School	<input type="text"/>
Campus	<input type="text"/>
USMLE ID	<input type="text"/>
Primary Department - <a href="#">Edit</a>	
Primary Address	<input type="checkbox"/> Confidential
	Address 1: <input type="text" value="Address 1"/>

**7. Select the current academic year and the department. Assign new users to the department that houses the course for which you will assign CPRs or assessments to this person.**

**8. Save.**

## Instructions for Adding a User without a KUMC ID

1. From the Users drop-down menu, click "Add User"



2. In the Username field, type the new user’s first initial plus their last name. If that username is taken, add a number.

Ex. Kat Istas would be kistas or kistas1

3. Click the radio button for “Internal: Passwords are verified by .”

4. Set a password for the user. You may need to keep track of these for users you create, or use the convention: first initial+last name+numbers in order as needed to reach 8 characters.

Ex. Kat Istas would be kistas12

5. Select “Evaluator” from the Role drop-down menu.

6. Enter the new user’s First Name, Last Name, and Email in the appropriate fields.

<b>Username</b>	<input type="text" value="kistas"/>
<b>Authentication Method</b>	<input checked="" type="radio"/> Internal: Passwords are verified by . <input type="radio"/> External: Passwords are verified by another system such as LDAP, not .
<b>Password</b>	<input type="text" value="kistas12"/> <b>Medium</b> <span style="float: right;">Password requirements: Length: 8 characters Contains both letters and numbers or special characters</span>
<b>Role</b>	<input type="text" value="Evaluator"/> ▼
External ID (campus id)	<input type="text"/>
Prefix	<input type="text"/>
<b>First name</b>	<input type="text" value="Kat"/>
Middle name	<input type="text"/>
<b>Last name</b>	<input type="text" value="Istas"/>
Suffix	<input type="text"/>
Previous Name	<input type="text"/>

**7. Scroll to the bottom of the form. Click the Edit link to select a Primary Department.**

Home School	<input type="text"/>
Campus	<input type="text"/>
USMLE ID	<input type="text"/>
Primary Department - <a href="#">Edit</a>	
Primary Address	<input type="checkbox"/> Confidential
	Address 1: <input type="text" value="Address 1"/>

**8. Select the current academic year and the department. Assign new users to the department that houses the course for which you will assign CPRs or assessments to this person.**

**9. Save.**

## Instructions for Adding Users to OASIS from the Manage Evaluators Application

### 1. From Manage Evaluators, click the link for “Add a new evaluator”

Add Evaluator												
<a href="#">Close</a>												
Location and Dates	- Select - ▲ ▼											
Evaluation Period	▼ ▼ Entire course ▼											
Search for evaluators	<input type="text"/> Search ▼ Move down											
Associate Evaluators to Students:	<a href="#">Add a new evaluator</a>											
	<table border="1"><thead><tr><th>Evaluators to add</th><th>Assoc.</th><th>Students to add</th></tr></thead><tbody><tr><td>▲ ▼</td><td>&lt;-&gt; ▼</td><td>All Students ▲ ▼</td></tr><tr><td colspan="2">Remove Selected</td><td><a href="#">Select students by group</a></td></tr><tr><td colspan="3"><a href="#">Load Common Evaluators</a></td></tr></tbody></table>	Evaluators to add	Assoc.	Students to add	▲ ▼	<-> ▼	All Students ▲ ▼	Remove Selected		<a href="#">Select students by group</a>	<a href="#">Load Common Evaluators</a>	
Evaluators to add	Assoc.	Students to add										
▲ ▼	<-> ▼	All Students ▲ ▼										
Remove Selected		<a href="#">Select students by group</a>										
<a href="#">Load Common Evaluators</a>												
Evaluations:	<input checked="" type="radio"/> Automatic <input type="radio"/> Manual											
Classification of evaluator:	None ▼											
Student Activity:	<input type="text"/>											
Add Cancel												

### 2. Complete the fields for username (Use KUMC ID), First Name, Last Name, Email.

### 3. Add a Primary Department

### 4. Click Add