

Users

03/11/2025 6:51 pm EDT

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The **Settings -> Users** It displays the list of all users, including all roles: Training managers, teachers, and students.

This section provides an overview of the total number of users created, divided by role.

From this option, you can delete and create new users.

USER NAME	ROLE	CREATED	LAST LOGIN
DEMO STQA3 email	student	25/10/24	25/10/24
QADEMO TEACHER3 email	teacher	13/09/24	19/11/24
QADEMO TEACHER4 email	teacher	13/09/24	13/09/24
QADEMO TEACHER6 email	teacher	13/09/24	13/09/24
QADEMO TEACHER7 email	teacher	13/09/24	13/09/24
DEMO STQAT1 email	student	17/09/24	17/09/24

Delete user

1. Select the user or users you want to delete.

Users
Delete users
New User

Students
24

Teachers
11

Training Managers
1

Class
All

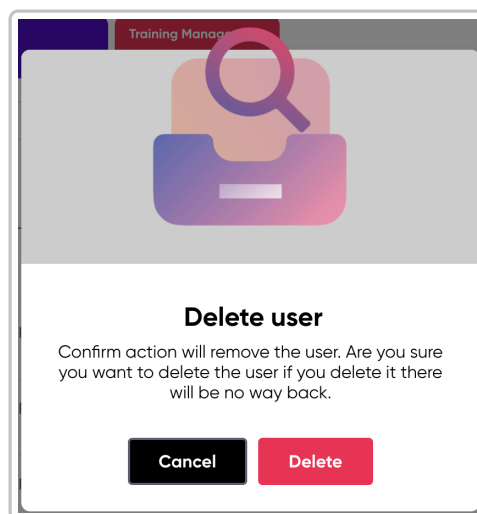
Role
All

<input type="checkbox"/>	USER NAME	ROLE	CREATED	LAST LOGIN		
<input checked="" type="checkbox"/>	DEMO STQA3 email	student	25/10/24	25/10/24		
<input checked="" type="checkbox"/>	QADEMO TEACHER3 email	teacher	13/09/24	19/11/24		
<input checked="" type="checkbox"/>	QADEMO TEACHER4 email	teacher	13/09/24	13/09/24		
<input type="checkbox"/>	QADEMO TEACHER6 email	teacher	13/09/24	13/09/24		
<input type="checkbox"/>	QADEMO TEACHER7 email	teacher	13/09/24	13/09/24		
<input type="checkbox"/>	DEMO STQA11 email	student	17/09/24	17/09/24		

1
2
3
4

2. Click on **Delete User**.

3. Confirm this decision.



The action of Deleting is irreversible, so you must be sure that it is the correct user and decision.

New user

- Click on **New User**.
- Fill in the required information:
 - First Name
 - Last Name
 - Email
 - Role
 - Group
- Click on **Create**.

New User

First name *

Guadalupe

Last name *

Sánchez

Email *

guadalupe.s@micorreo.com

Role *

teacher

Search...

GROUP

☒ Compass
H4VJ69WA

☒ Fly High Primary
S9X9VPKQ

☐ Fly high Secondary

Cancel

Create



The new user is added to the general list, sorted in alphabetical order.

For quicker and more efficient user location, use the search bar or the available filters:

- By name (search bar)
- By class
- By role

Search...

Class

All

Role

All

Use the pagination bar it allows you to navigate through different pages by clicking on the page numbers or the Next and Previous buttons.

1

2

3

4