

Step 1: Sign in to the back-end admin panel

After you access the website at: **app.tapappsecurity.com**, enter your credentials to sign in to the back-end admin panel

The screenshot shows a web browser window with the address bar displaying "Not secure | app.tapappsecurity.com/login". The main content area features a login form titled "Authorization". The form includes an "E-mail" field with a placeholder "E-Mail" and a user icon, a "Password" field with a placeholder "Password" and a lock icon, and a "Remember?" checkbox. A red "Login" button is positioned at the bottom right of the form. A red callout box with an arrow points to the form, containing the text: "After you access the website at: **app.tapappsecurity.com**, enter your credentials to sign in to the back-end admin panel". The Windows taskbar is visible at the bottom of the browser window, showing the search bar and various application icons. The system tray in the bottom right corner displays the time "11:03 AM" and the date "12/15/2017".

Step 2: Open screen to pending accounts

Click on pending accounts icon to view names

The screenshot shows the TAP App ADM Panel interface. The browser address bar displays 'app.tapappsecurity.com'. The top navigation bar includes 'Drill mode -', a user icon with '16', and 'District Administrator -'. The left sidebar lists navigation options: 'Dashboard' (highlighted), 'Users management', 'Buildings', 'Buildings Relations', and 'History'. The main content area shows a breadcrumb 'Home / Dashboard', an 'Access key' section with a 'Show key' link, and 'Create alert' and 'Send mail' buttons. Below is an 'Alerts' section with a search bar and a table with columns: Type, Building, User, Reason, Active, and Actions. The table is currently empty, displaying 'No data available in table' and 'Showing 0 to 0 of 0 entries'. A red arrow points from the text box above to a pending accounts icon in the top right corner of the dashboard.

After the pending accounts screen is opened, click on “accept” to authorize a new user. If you do not recognize a name you can reject the account

Step 3: Approve new users

The screenshot shows a web application interface. At the top, there is a navigation bar with 'Drill mode', a user count of '16', and 'District Administrator'. Below this is a modal window titled 'Unconfirmed users'. The modal contains a table with the following data:

Name	Role	Action
Alissa Arno	LPN	Accept, Reject
Cristina Lawrence	Math teacher	Accept, Reject
Jill Bero	Speech/Language Pathologist	Accept, Reject
Sheryl Foan	School Counselor	Accept, Reject
Sheryl Foan	School Counselor	Accept, Reject
Sarah Richards	Teacher	Accept, Reject
Sarah Richards		Accept, Reject

A red arrow points from the text box above to the 'Accept' button for the first user, Alissa Arno. In the bottom right corner of the modal, there is a dropdown menu showing '10'.

Step 4: Confirm building assignment details

Confirm that the building assignment is accurate. Click on the building(s) the user is assigned to then click on “edit” to activate the account

The screenshot displays the TAP App ADM Panel interface. A modal window titled "Edit user" is open, showing a list of buildings with checkboxes. The following buildings are checked:

- Watertown City School District
- Knickerbocker Elementary School

The following buildings are unchecked:

- Wiley Intermediate School
- Watertown High School
- Case Middle School
- Ohio Elementary School
- Starbuck Elementary School
- Sherman Elementary School
- North Elementary School
- Building and Grounds BLD





















At the bottom of the modal, there are "Cancel" and "Edit" buttons. A red arrow points from the text box above to the "Edit" button. The background shows a sidebar with navigation options like "Dashboard", "Users management", "Buildings", "Buildings Relations", and "History". The main content area shows an "Access key" section and a table with columns: Type, Building, User, Reason, Active, and Actions. The table currently displays "No data available in table".

Step 5: Revise account details

If you need to revise an existing account, click on "Users Management" to view all organizational users

After you find the user's account you'd like to revise, click on the black icon to open the account information

The screenshot shows the TAP App interface for user management. The left sidebar contains a menu with 'Users management' highlighted in red. The main content area displays a table of users with columns for #, Name, E-Mail, Phone, Type, Role, Status, and Actions. A red arrow points from the 'Users management' menu item to the table. Another red arrow points from the gear icon in the 'Actions' column of the first row to the text box above.

#	Name	E-Mail	Phone	Type	Role	Status	Actions
712	Alissa Arno	aarno@watertowncsd.org	+1(315)516 9881	Simple User	LPN	Active	 
694	Amanda Jackson	ajackson@watertowncsd.org	+1(315)771 7381	Simple User	Teacher	Active	 
711	Andrew Kilionski	akilionski@watertowncsd.org	+1(315)777 7431	Simple User	Physical Education Teacher	Active	 
693	Ashley Walbroehl	awalbroehl@watertowncsd.org	+1(315)836 7275	Simple User	Elementary Teacher	Active	 
675	Beth Maurer	emaurer@watertowncsd.org	+1(315)405 1991	Incident manager	Literacy Coach/Intern	Active	 
634	Chad Fairchild	cfairchild@watertowncsd.org	+1(315)586 3411	Incident manager	Principal	Active	 
695	Chad Passage	cdpassage83@gmail.com	+1(315)775 8343	Simple User	Teacher Assistant	Active	 
678	Chana Fay	cfay@watertowncsd.org	+1(315)767 5773	Simple User	Teacher	Active	 
633	Colleen Rielly	crielly@watertowncsd.org	+1(315)7853717	Incident manager	School Nutrition Program Director	Active	 
713	Cristina Lawrence	clawrence@watertowncsd.org	+1(315)778 9976	Simple User	Math teacher	Active	 

Here you can revise account information. This includes the email associated with the account, name, password, account status (active or not active), position, phone number, role (incident manager or simple user), and building assignments. After you make the necessary revisions, click on “edit” and the account will be automatically revised

The screenshot displays the 'Edit user' interface in the TAP App ADM Panel. The user being edited is Alissa Arno. The form contains the following fields and options:

- Email ***: aarno@watertowncsd.org
- Name ***: Alissa Arno
- Password**: (empty)
- Confirm**: (empty)
- Position ***: LPN
- Phone number ***: +1(315)516 9881
- Status ***: Active Not active
- Role ***: Incident manager Simple User
- Buildings**: A grid of checkboxes for various buildings, with 'Knickerbocker Elementary School' selected.

At the bottom right of the form are 'Cancel' and 'Edit' buttons. A red arrow points to the 'Edit' button. The background shows a list of users with columns for #, Name, Email, Phone, Role, Position, Status, and Actions.

#	Name	Email	Phone	Role	Position	Status	Actions
712	Alissa Arno	aarno@watertowncsd.org	+1(315)516 9881	Incident manager	LPN	Active	[Settings] [Delete]
694	Amanda Jackson					Active	[Settings] [Delete]
711	Andrew Kilionski					Active	[Settings] [Delete]
693	Ashley Walbroehl					Active	[Settings] [Delete]
675	Beth Maurer					Active	[Settings] [Delete]
634	Chad Fairchild					Active	[Settings] [Delete]
695	Chad Passage					Active	[Settings] [Delete]
678	Chana Fay	cfay@watertowncsd.org	+1(315)767 5773	Simple User	Teacher	Active	[Settings] [Delete]
633	Colleen Rielly	crielly@watertowncsd.org	+1(315)7853717	Incident manager	School Nutrition Program Director	Active	[Settings] [Delete]
631	Dale Morrow	dmorrow@watertowncsd.org	+1(315)408 9093	Incident manager	Business Manager	Active	[Settings] [Delete]

For additional assistance, go to **24/7 Tech Support** at: <https://www.clpsconsultants.com/tech-support>. Complete a digital ticket and submit to our team. Thank you!