

Update a User's Email Address

1 **SYSADMIN**
Welcome
Cohorts
Outbox
Worksheets
Lookup:
Person
Location
PR Ref#
Quick Entry
Content Services
Reporting
Maintenance
Setup/Lookup
Students
Staff/Users
RA Quicklist
Help/Support

2 **Staff & User Maintenance**

Current View
Agency: **BCIT** Department: ALL Last: First: Clear All

Placing Agency Roles:
 Placing Coordinator
 Group Instructor
 Receiving Agency Roles:
 Receiving Coordinator
 Staff Administrator
 Staff Applicant
 HSPnet users only
 Show Inactive Staff
 DeptC only
 Active accounts only

Instructor
 PA Policy Access Level
 Destination Coordinator
 Other Staff (non-user only)
 RA Policy Access Level

Student Administrator
 Staff Administrator
 IT Provisioning
 Supervisor

Search Filter:

Search on all or part of the individual's last and/or first name. Enter '%' to search for all individuals in a role.

To Add/Edit a staff record, change the Department filter from 'ALL' to a specific Department, or click the GoTo Department button from the list of staff.

No matches were found. Refine your search criteria and try again.

Staff & User Maintenance

Current View
Agency: BCIT Department: ALL Last: **Smith** First: Clear All

Placing Agency Roles:
 Placing Coordinator
 Group Instructor
 Receiving Agency Roles:
 Receiving Coordinator
 Staff Administrator
 Staff Applicant
 HSPnet users only
 Show Inactive Staff
 DeptC only
 Active accounts only

Instructor
 PA Policy Access Level
 Destination Coordinator
 Other Staff (non-user only)
 RA Policy Access Level

Student Administrator
 Staff Administrator
 IT Provisioning
 Supervisor

Search Filter:

Search on all or part of the individual's last and/or first name. Enter '%' to search for all individuals in a role.

To Add/Edit a staff record, change the Department filter from 'ALL' to a specific Department, or click the GoTo Department button from the list of staff.

✓	Last	First	Middle	Home Dest.	Role(s)
<input type="checkbox"/>	Crompton (prev. Smith)	Kelsey		NursSpec	Instr
<input type="checkbox"/>	Smith	Charlene		NursSpec	Instr
<input type="checkbox"/>	Smith	Jordanna	778-793-1323	NURS	Instr
<input type="checkbox"/>	Smith (prev. Nixon)	Rachel		NursSpec	Instr
<input type="checkbox"/>	Smith	Samantha	778-8752972	NURS	Instr
<input type="checkbox"/>	Smith	Tara		NursSpec	Instr

Select All | Select None | Action: Submit

✓	Last	First	Middle	Phone	Dept	Home Dest.	Role(s)
<input type="checkbox"/>	Crompton (prev. Smith)	Kelsey			NursSpec		Instr
<input type="checkbox"/>	Smith	Charlene			NursSpec		Instr
<input type="checkbox"/>	Smith (prev. Nixon)	Rachel			NursSpec		Instr
<input type="checkbox"/>	Smith	Tara			NursSpec		Instr

Select All | Select None | Action: Submit

Edit entry

DO NOT CHANGE NAMES for this individual except to correct spelling or if their name has legally changed. If you need to assign a different contact person, then select a different individual from the dropdown or contact Help Desk if you are not allowed to edit the dropdown.

Names: Last: * First: * Middle:

Prev. Last Name: Preferred First Name: Salutation:

Title:

Employee Number: HSPnet ID: HSP55361 [Help](#)

7 Email:

Office Phone: Mobile device [Enter business phone/fax/email only](#) [Help](#)

Other Staff (non-user only)

Content Manager: Guidelines Agreements Orientation

8