



ProCert Manual

Administrator

Version 2
10/30/2019

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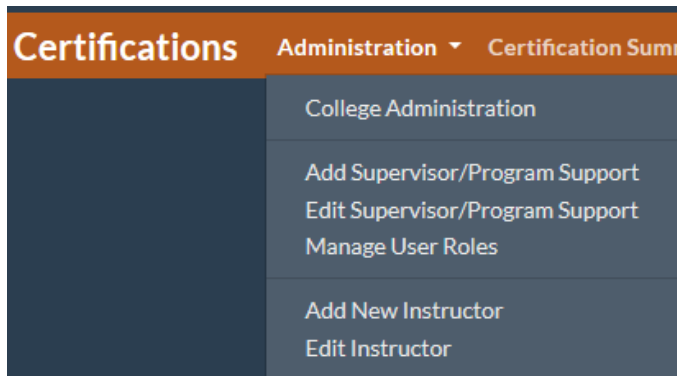
Site Administrator Functions

This document is intended to show how each of the functions work for a Site Administrator. A Site Administrator is the overall manager of the Professional Certification system, and could be a Dean, President or other officer in charge of the overall academic staff.

Note that the Administrative Assistant can do all the same functions as the actual administrator, with the exception of un-approving certifications.

Administration Menu

The Administrator menu item contains six menu choices, Add instructors and Edit instructors. This is where instructor accounts are created and maintained.



College Administration

The **College Administration** page is where the overall settings for a particular college are set. In addition to the name of the college, the following sections are provided:

- **Choose Administrative/Administrative Support person:** This dropdown list allows the administrator or administrative assistant to change who is denoted as the Site Administrator or Administrative Support for the college. If the logged in user is an Administrator, they can change the Administrative Support person. If the logged in user is Administrative Support, the label changes to Administrative person and they can assign a new Administrator.
- Note that changing the administrator or administrative support to a new person will deactivate the previous administrator.
- **Email Notification Time Frames:** These sections allow the administrator to set the length of time (in days) when reminder and warning emails are sent to instructors prior to the expiration of Vocations Certificates and/or First Aid/CPR Certificates.
- **Required Standards:** The list of check boxes show the standards that can be set for various certifications. Clicking a checkbox on will make that standard required for all instructors, meaning that they must have a development plan that addresses those items.

When all changes are made, click the **Save Changes** button to complete, or **Reset Form** to discard changes.

Certifications Administration Certification Summary First Aid/Bloodborne Pathogens Summary Manage Programs My Account

College Administration

> required fields

Name of College >

Choose the Administrative person from the list below ⚙

User >

Configure Email Notification Time-frames ⚙

Indicate the number of days prior to expiration of certificates that Instructors should receive automatic email reminder.

FirstAid/CPR Certificate:

Reminder Interval >

Warning Interval >

Vocational Certificate:

Reminder Interval >

Warning Interval >

Required Standards ⚙

Select three or more standards indicated as required for your Institution, for supervisor and instructor

Instructor Standards >

- Manage Learning Environments
- Develop Outcomes, Assessments and Curricula
- Develop and Review Programs
- Provide Student Instruction
- Provide Support and Guidance to Students
- Perform Administrative Functions
- Create and Maintain a Professional Environment
- Promote the Program and Recruit Students
- Learn and Adapt New Technologies
- Perform Program Management Functions

Add Supervisor/Program Support

Add Supervisor/Program Support brings you to a page where you can add a new Supervisor or Program Support person. These are users that can be assigned to manage or support academic programs and instructors.

The fields on the page are marked with an arrow if they are required. The non-required fields for cert expirations can be used if the user will also be added as an instructor (see **Manage User Roles** below). They can be left blank if not needed.

Two checkboxes are available:

- **Is Active:** When this checkbox is selected, the user is marked as active. Otherwise, the user is created but not active for use.
- **Send Notification:** Check this box to send a confirmation email to the user for them to complete their account creation (password choice & security questions).

Certifications Administration Certification Summary First Aid/Bloodborne Pathogens Summary Manage Programs My Account

Add Supervisor/Program Support

> required fields

Account Type

First Name

Last Name

Email

Phone

Programs Programs can be assigned to a Supervisor on the user edit page, or program edit page.

First Aid/CPR Expires

Bloodborne Pathogens Expires

Prof/Tech Cert Expires

Certification Length 3 year 5 years

Off-site Certification?

Is Active?

Send New Account Email?

When all entries are made, click the **Save Account** button to complete, or **Reset Form** to discard changes. If the Send Notification checkbox is selected, the confirmation email will be sent as below:

Your account to the Professional Certification application has been reset.

To login you must first re-create your password and choose your new security questions. To do so, click the link below or paste the entire url into a browser.

Application URL:
https://devapps.sbctc.edu/procertv2/NewAccount/nvz_wVvpQ42R9FG

If you have any questions regarding access to this application, please contact the [Help Desk](#).

Please do not respond to this email, as the account is not monitored

After saving the new user, the screen changes to the **Edit User** page when programs can be assigned.

Edit Supervisor/Program Support

The **Edit Supervisor/Program Support** page is nearly identical to the **Add** page shown above. The difference is the **Program(s)** section shows all active programs and allows the administrator to assign programs to the user. To find a user to edit, select the user from the dropdown list that appears when you first enter the page.

This page is used to update any information about a user that has changed since the first creation of their account. The user to edit is chosen from the dropdown list on the page.

In the **Program(s)** section, the administrator can assign any of the active programs to the supervisor (or program support) person by clicking on the check boxes next to each program name. Note that each program can have only one Supervisor and one Program Support person, so assigning a program to a user will remove that program from any previously assigned user of that role type. However, one user or support person may supervise multiple programs.

Clicking the **Save Account** button will save the changes made. **Reset Form** will discard any changes. **Reset Password** will send the user an email similar to the one shown above with a link to a page where they can select a new password and security questions.

The screenshot shows a web form titled "Edit Supervisor/Program Support" on a dark blue background. At the top, it says "Select an instructor from the drop-down list to edit the account" and "required fields". The form fields are as follows:

- Select a User:** A dropdown menu showing "Oliver Supervisor".
- User Name:** A text input field containing "Supervisor1".
- Account Type:** A dropdown menu showing "Program Supervisor".
- First Name:** A text input field containing "Oliver".
- Last Name:** A text input field containing "Supervisor".
- FacultyType:** Radio buttons for "Full Time" (selected) and "Part Time".
- Email:** A text input field containing "appdev@sbctc.edu".
- Phone:** A text input field containing "(360) 704-4376".
- Program(s):** A list of checkboxes: "Northwest Painting" (unchecked), "Test Development" (checked), "Whole Food Cooking" (unchecked), and "Auto Emissions" (unchecked).
- First Aid/CPR Expires:** A dropdown menu showing "Exempt".
- Bloodborne Pathogens Expires:** A dropdown menu showing "Exempt".
- Prof/Tech Cert Expires:** A dropdown menu showing "Exempt".
- Certification Length:** Radio buttons for "3 year" (selected) and "5 years".
- Off-site Certification?:** A checkbox (unchecked).
- Is Active?:** A checkbox (checked).

At the bottom, there are three buttons: "Save Account" (orange), "Reset Form" (yellow), and "Reset Password" (red). A small question mark icon is at the very bottom center.

Manage User Roles

When users are created (other than Administrator or Administrative Support), they are assigned their default user roles (Supervisor, Program Support, or Instructor). If a user needs to be assigned (or removed) from a role, it can be done here.

Selecting a user from the dropdown list shows the role they are assigned to. To assign a user to another role (or in addition to their current role), you can click the check boxes to manage. For example, a Program Supervisor could also be an Instructor.

Note that Administrator and Administrative Support roles are assigned in the **College Administration** section described above.

Clicking the **Save Account** button will save the changes made. **Reset Form** will discard any changes.

Manage Roles

- From the drop-down below, select an active user. You will then be able to add them to a new role type.
- After adding a user to a role you should go to the relevant edit page to add programs as needed.
- **Caution:** Be aware of removing a role from a user ... [more](#)

Available role types that can be managed

Supervisor	Can supervise one to many programs, and requires a Supervision Certification.
Program Support	Same as a supervisor, but does not require a Supervision Certification.
Instructor	Restricted to a single program and used to maintain a Professional Certification for the program assigned to.

Select a User: Oliver Supervisor

Role Type(s)

- Instructor
- Program Supervisor
- Program Support

Save Role(s) Reset Form

Add New Instructor

This screen allows administrators to add new instructors to the system. The page is similar to the Add/Edit Supervisor/Program Support pages, with the addition of a dropdown list for **Programs**. This is a required field, each instructor must be assigned to a program.

Note that each instructor can only be in one program.

Clicking the **Save Account** button will save the changes made. **Reset Form** will discard any changes.

The screenshot shows a dark-themed web form titled "Add Instructor". At the top left, there is a red arrow icon followed by the text "required fields". The form contains the following fields and controls:

- First Name**: A text input field with a placeholder "First Name".
- Last Name**: A text input field with a placeholder "Last Name".
- Faculty Type**: Radio buttons for "Full Time" (selected) and "Part Time".
- Email**: A text input field.
- Phone**: A text input field.
- Program**: A dropdown menu with the text "Select Program" and a downward arrow.
- First Aid/CPR Expires**: A date input field with a placeholder "mm/dd/yyyy" and a calendar icon.
- Bloodborne Pathogens Expires**: A date input field with a placeholder "mm/dd/yyyy" and a calendar icon.
- Prof/Tech Cert Expires**: A date input field with a placeholder "mm/dd/yyyy" and a calendar icon.
- Certification Length**: Radio buttons for "3 year" (selected) and "5 years".
- Is Active?**: A checkbox.
- Send New Account Email?**: A checkbox.

At the bottom of the form, there are two buttons: "Save Account" (orange) and "Reset Form" (yellow).

Edit Instructor

To edit an instructor's account, select the instructor name from the dropdown list provided. Once the instructor information appears, the same fields as the Add New Instructor appears, with the same required fields. Changes may then be made to the instructor's account.

Clicking the **Save Account** button will save the changes made. **Reset Form** will discard any changes.

Edit Instructor
Select an instructor from the drop-down list to edit the account

> required fields

Select an Instructor: Oliver Supervisor

User Name: Supervisor1

First Name: Oliver

Last Name: Supervisor

Faculty Type: Full Time Part Time

Email: appdev@sbctc.edu

Phone: (360) 704-4376

Program: Northwest Painting

First Aid/CPR Expires: mm/dd/yyyy

Bloodborne Pathogens Expires: mm/dd/yyyy

Prof/Tech Cert Expires: mm/dd/yyyy

Certification Length: 3 year 5 years

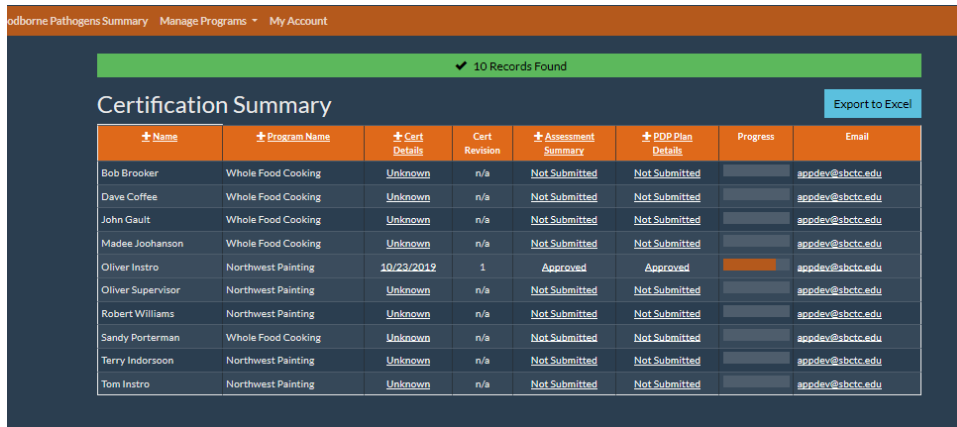
Off-site Certification?:

Is Active?:

Save Account **Reset Form** **Reset Account**

Certification Summary

The Certification Summary page shows all instructors in the college that have certifications in ProCert. The active columns allow interaction with the instructor's certifications, if submitted. Inactive columns (no links on the text) are for informational purposes. Columns indicated with a plus sign (+) can be sorted by clicking on the heading.



odborne Pathogens Summary Manage Programs My Account

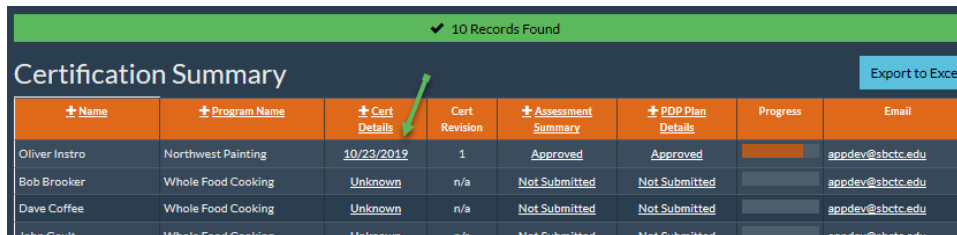
✓ 10 Records Found

Certification Summary [Export to Excel](#)

+ Name	+ Program Name	+ Cert Details	Cert Revision	+ Assessment Summary	+ PDP Plan Details	Progress	Email
Bob Brooker	Whole Food Cooking	Unknown	n/a	Not Submitted	Not Submitted		appdev@sbctc.edu
Dave Coffee	Whole Food Cooking	Unknown	n/a	Not Submitted	Not Submitted		appdev@sbctc.edu
John Gault	Whole Food Cooking	Unknown	n/a	Not Submitted	Not Submitted		appdev@sbctc.edu
Madee Jooanson	Whole Food Cooking	Unknown	n/a	Not Submitted	Not Submitted		appdev@sbctc.edu
Oliver Instro	Northwest Painting	10/23/2019	1	Approved	Approved		appdev@sbctc.edu
Oliver Supervisor	Northwest Painting	Unknown	n/a	Not Submitted	Not Submitted		appdev@sbctc.edu
Robert Williams	Northwest Painting	Unknown	n/a	Not Submitted	Not Submitted		appdev@sbctc.edu
Sandy Porterman	Whole Food Cooking	Unknown	n/a	Not Submitted	Not Submitted		appdev@sbctc.edu
Terry Indorsoon	Northwest Painting	Unknown	n/a	Not Submitted	Not Submitted		appdev@sbctc.edu
Tom Instro	Northwest Painting	Unknown	n/a	Not Submitted	Not Submitted		appdev@sbctc.edu

Cert Details

If the instructor has submitted an assessment/development plan, a date will appear in the Cert Details column as a link. Clicking the date will bring up a page where the certification status and/or progress can be viewed and worked on. There are two sections to this page, **Certification Status** and **Certification Progress**, accessed by clicking on the orange banners for either.



✓ 10 Records Found

Certification Summary [Export to Excel](#)

+ Name	+ Program Name	+ Cert Details	Cert Revision	+ Assessment Summary	+ PDP Plan Details	Progress	Email
Oliver Instro	Northwest Painting	10/23/2019	1	Approved	Approved		appdev@sbctc.edu
Bob Brooker	Whole Food Cooking	Unknown	n/a	Not Submitted	Not Submitted		appdev@sbctc.edu
Dave Coffee	Whole Food Cooking	Unknown	n/a	Not Submitted	Not Submitted		appdev@sbctc.edu
John Gault	Whole Food Cooking	Unknown	n/a	Not Submitted	Not Submitted		appdev@sbctc.edu

Certification Status

For new PDP, the administrator may either return the Plan to the instructor for further review (usually after discussions or emails), or may **Approve** the Plan. Either are done by clicking on the appropriate check box. Note that no additional button needs to be clicked.

For final approval, the administrator checks off the appropriate check box.

Note that the survey approval must be done by the program supervisor or program support person. For administrators, these choices will always be inactive, they will only reflect what the supervisor has done.

After approving or returning a plan an email will be sent.

Certification Details

For help, under each panel is an information icon. Clicking it will show a modal with instructions on using that panel.

Faculty Name: **Oliver Instro** Revision: **1**

Certification Status ▲

Step	Assessment Plan Design	Recent Activity	Status
1	Certification Started:	7/11/2019	
2	Survey Submitted:	10/23/2019	Return Self-Assessment to Instructor for further review
3	Survey Approved:	10/23/2019	Approved
4	Plan Submitted:	10/23/2019	Return Plan to Instructor for further review
5	Plan Approved:	10/24/2019	Approved
			Return Plan to Supervisor for further review
7	Final Administrator Approval		Approved

Certification Progress ▼

Certification Progress

The Certification Progress section allows the administrator to track the progress the instructor is making against their PDP. If the PDP has not been submitted yet, this section will be empty.

Certification Details

For help, under each panel is an information icon. Clicking it will show a modal with instructions on using that panel.

Faculty Name: **Oliver Instro** Revision: **1**

Certification Status ▼

Certification Progress ▲

[Export to Excel](#)

	Standard Details	Activity Description	Activity Method	Due Date	Completed	Activity Notes <small>minimum of 4 characters</small>
Edit	A1 - Research, evaluate and obtain required equipment, systems, tools, supplies, and materials	This is what I'm going to do.	something	10/30/2019	10/24/2019	<input type="text" value="10/23/2019"/>
Edit	A2 - Set up, maintain and repair instructional systems, equipment and/or tools	do2	something2		10/25/2019	<input type="text"/>
Edit	B2 - Create, evaluate, and modify curriculum	do3	something3	08/26/2019	10/24/2019	<input type="text"/>
Edit	C1 - Develop, review, and update program/course plan	do4	something4	08/24/2019		<input type="text"/>
Edit	C2 - Recruit and work with advisory committee and employers to meet changing needs of the program and industry	Do some more5	That thing again ...			<input type="text" value="10/23/2019"/>

Cert Revision

This read-only column shows the latest revision number of the certification. This can show how many times the certification has been revised or updated.

✓ 10 Records Found							
Certification Summary Export to Excel							
Name	Program Name	Cert Details	Cert Revision	Assessment Summary	PDP Plan Details	Progress	Email
Bob Brooker	Whole Food Cooking	Unknown	n/a	Not Submitted	Not Submitted		appdev@sbctc.edu
Dave Coffee	Whole Food Cooking	Unknown	n/a	Not Submitted	Not Submitted		appdev@sbctc.edu
John Gault	Whole Food Cooking	Unknown	n/a	Not Submitted	Not Submitted		appdev@sbctc.edu
Madee Joochanson	Whole Food Cooking	Unknown	n/a	Not Submitted	Not Submitted		appdev@sbctc.edu
Oliver Instro	Northwest Painting	10/23/2019	1	Approved	Approved		appdev@sbctc.edu
Oliver Supervisor	Northwest Painting	Unknown	n/a	Not Submitted	Not Submitted		appdev@sbctc.edu
Robert Williams	Northwest Painting	Unknown	n/a	Not Submitted	Not Submitted		appdev@sbctc.edu
Sandy Porterman	Whole Food Cooking	Unknown	n/a	Not Submitted	Not Submitted		appdev@sbctc.edu
Tarry Indorsoon	Northwest Painting	Unknown	n/a	Not Submitted	Not Submitted		appdev@sbctc.edu
Tom Instro	Northwest Painting	Unknown	n/a	Not Submitted	Not Submitted		appdev@sbctc.edu

Assessment Summary

Clicking on a **Submitted** or **Approved** link in this column allows the administrator to review the assessment submitted by the instructor, and add any public or private notes as needed. The public notes will be viewable by the instructor and can contain feedback if the assessment survey must be returned for more work.

Certification Self-Assessment Worksheet Print						
✓ 5 Records Found						
Print this page for review with your instructor. Print in landscape mode for ease of use.						
<input checked="" type="radio"/> Show All Key Activities <input type="radio"/> Show only chosen Standards		Instructor: Oliver Instro Date Generated: 10/25/2019 Revision: 1				
Standard Key-Activity	Importance	Assessment	Selected	Notes (Viewable by all)	Notes (Admin Only)	
A1 : Research, evaluate and obtain required equipment, systems, tools, supplies, and materials	Low	Low	✓	10/23/2019 Save Notes	Save Admin Notes	
A2 : Set up, maintain and repair instructional systems, equipment and/or tools	Medium	Low	✓	Save Notes	Save Admin Notes	
B2 : Create, evaluate, and modify curriculum	Low	Low	✓	Save Notes	Save Admin Notes	
C1 : Develop, review, and update program/course plan	Medium	High	✓	Save Notes	Save Admin Notes	
C2 : Recruit and work with advisory committee and employers to meet changing needs of the program and industry	Medium	Low	✓	10/23/2019 Save Notes	Save Admin Notes	

Once a PDP is approved, the instructor only needs to inform the supervisor when required activities have been completed. The supervisor can then check off the tasks using the **Certification Progress** section in **Certification Details** (as described above). Although the program supervisor is the usual person to check off tasks, the administrator and administrative support personnel may also check these items if needed.

PDP Plan Details

If the instructor has submitted their PDP, clicking on the **Submitted** or **Approved** link in this column allows the administrator to view the plan, and print or export to Excel.

Professional Development Plan Activities

Plan Details for Oliver Instro

Activity	Activity Description	Activity Method	Due Date	Notes
A1 - Research, evaluate and obtain required equipment, systems, tools, supplies, and materials	This is what I'm going to do.	something	10/30/2019	<p>-----10/23/2019</p> <p>-----10/23/2019</p> <p>-----10/23/2019</p> <p>-----10/23/2019</p> <p>-----10/23/2019</p> <p>-----10/23/2019</p> <p>-----10/23/2019</p> <p>-----10/23/2019</p> <p>-----10/23/2019</p> <p>-----10/23/2019</p> <p>-----08/22/2019</p> <p>-----08/22/2019</p> <p>-----08/22/2019</p> <p>-----08/22/2019</p> <p>-----08/22/2019</p> <p>-----08/21/2019</p> <p>-----08/21/2019</p> <p>-----08/21/2019</p> <p>-----08/21/2019</p> <p>-----08/21/2019</p> <p>-----08/21/2019</p> <p>-----08/21/2019</p> <p>-----08/21/2019</p> <p>-----08/21/2019</p> <p>-----08/21/2019</p> <p>-----08/21/2019</p>

Email

The email column is “live” for immediate composition of an email. Clicking on the address will open your system’s default email client and prepare a blank email from you to the selected instructor.

First Aid/Bloodborne Pathogens Summary

The First Aid/Bloodborne Pathogens Summary menu item is intended for maintaining the named certifications. Clicking the menu item will display the administrator's users in a table containing the dates the CPR/First Aid and Bloodborne Pathogens certifications will expire. Dates in **Red** are past due.

Editing

Clicking the **Edit** button on the left side of a table row will activate the **CPR/First Aid** and **Pathogens Expires** columns. The supervisor can then enter new dates for both of those as needed. Clicking **Save** will commit the changes, clicking **Cancel** will close the editing boxes and return to the default mode.

Checking the checkbox next to date field will mark date of Certificate as **Exempt**. Leave textbox blank if date is unknown.

Email column entries allow the administrator to send email to that particular user.

Send Bulk Email

The **Send Bulk Email** link at the bottom of the table will bring up an email client window with the "To:" field filled out with all unique email addresses that are blank or expired in the **CPR/First Aid** and **Pathogens** columns. The title is defaulted to "ProCert," but it can be changed and the message body filled out by the supervisor.

First Aid/Bloodborne Pathogens Summary

✓ 15 Records Found

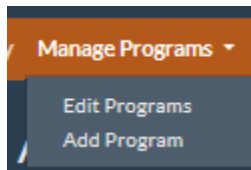
To set a date as exempt, select check box when in edit mode. [Export to Excel](#)

	Name	Program Name	First Aid/CPR	Bloodborne Pathogens	Email	Role
Edit	David Randall				dcoffman@sbctc.edu	Program Supervisor
Edit	Julie Car		Exempt	Exempt	appdev@sbctc.edu	Program Supervisor
Edit	Kathy Goebel		Exempt	09/24/2019	kgoebel@sbctc.edu	Program Supervisor
Edit	Oliver Supervisor				appdev@sbctc.edu	Program Supervisor
Edit	Paula Anderson		03/02/2019	09/01/2019	appdev@sbctc.edu	Program Supervisor
Edit	Oliver Instro	Northwest Painting	Exempt	Exempt	appdev@sbctc.edu	Instructor
Edit	Oliver Supervisor	Northwest Painting			appdev@sbctc.edu	Instructor
Edit	Robert Williams	Northwest Painting	Exempt	Exempt	appdev@sbctc.edu	Instructor
Edit	Terry Indorsoon	Northwest Painting	03/03/2019	Exempt	appdev@sbctc.edu	Instructor
Edit	Tom Instro	Northwest Painting			appdev@sbctc.edu	Instructor
Edit	Bob Brooker	Whole Food Cooking			appdev@sbctc.edu	Instructor
Edit	Dave Coffee	Whole Food Cooking	Exempt	Exempt	appdev@sbctc.edu	Instructor
Edit	John Gault	Whole Food Cooking	Exempt	Exempt	appdev@sbctc.edu	Instructor
Edit	Madee Joochanson	Whole Food Cooking	Exempt	Exempt	appdev@sbctc.edu	Instructor
Edit	Sandy Porterman	Whole Food Cooking	Exempt	Exempt	appdev@sbctc.edu	Instructor

[Send Bulk Email](#)

Manage Programs

The **Manage Programs** menu has two menu items: **Edit Programs** and **Add Program**. This feature is how an administrator maintains the academic programs that instructors are assigned to.

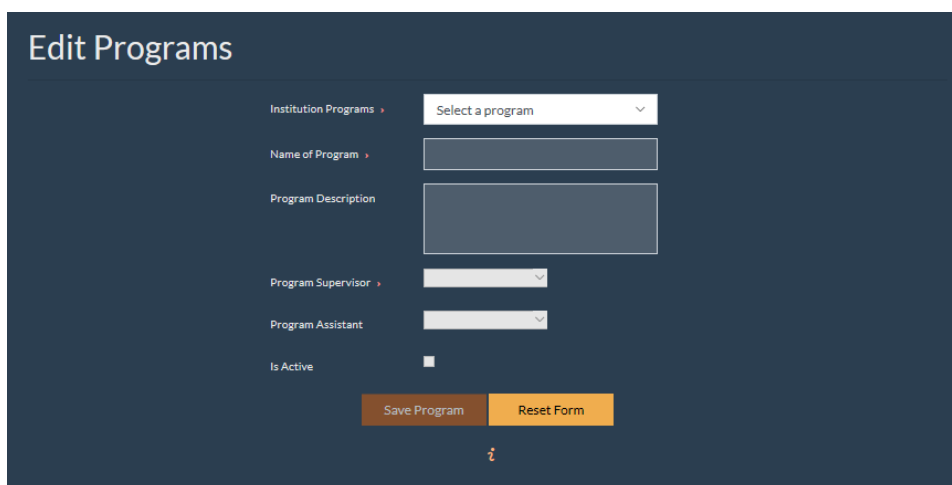


Edit Programs

To edit an existing program, select the program name from the **Institutional Programs** dropdown list. Programs that are not currently active are shown in red. The editable fields for the program selected are then editable:

- Name of Program: Allows the changing of the program name. Note that this does not affect any users or instructors connected with the program. This is required.
- Program Description: a paragraph describing the program. Optional.
- Program Supervisor: The user that is assigned to supervise the instructors in this program. This is a required field. Note: a program can have only one supervisor, and changing the supervisor will replace the current one.
- Program assistant: This assigns a user as a supervisor assistant for the program. This is optional, and as with a supervisor there can be only one program assistant, so changing this will replace the existing assistant.
- Is Active: This checkbox indicates whether a program is active or not.

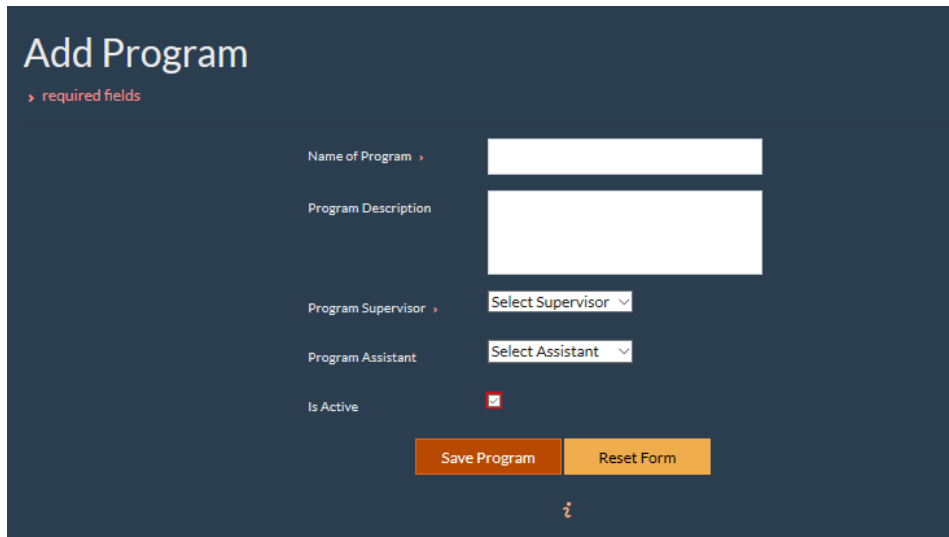
NOTE: De-activating a program will run a check first, to be sure there are no instructors still in the program. You can force a program to be deactivated, but this will remove all instructors from the program. Instructors that are not attached to a program will not have access to this web site until they are attached to another program. **WARNING:** This is not reversible.

A screenshot of the "Edit Programs" form. The form is titled "Edit Programs" and is set against a dark blue background. It contains several fields: "Institution Programs" with a dropdown menu showing "Select a program"; "Name of Program" with a text input field; "Program Description" with a larger text area; "Program Supervisor" with a dropdown menu; "Program Assistant" with a dropdown menu; and "Is Active" with a checkbox. At the bottom of the form are two buttons: "Save Program" and "Reset Form".

Add Program

To add a new program, select this menu item and fill out the fields as shown. The same rules apply as in the **Edit Program** page. Program name and supervisor are the only required fields.

Note: A program will not be available to assign to an instructor until it is Active.



The screenshot shows the 'Add Program' form on a dark blue background. At the top left, the title 'Add Program' is displayed in white, with a red arrow pointing to the text '> required fields' below it. The form contains the following fields:

- 'Name of Program' with a white text input field.
- 'Program Description' with a larger white text area.
- 'Program Supervisor' with a dropdown menu showing 'Select Supervisor'.
- 'Program Assistant' with a dropdown menu showing 'Select Assistant'.
- 'Is Active' with a checked checkbox.

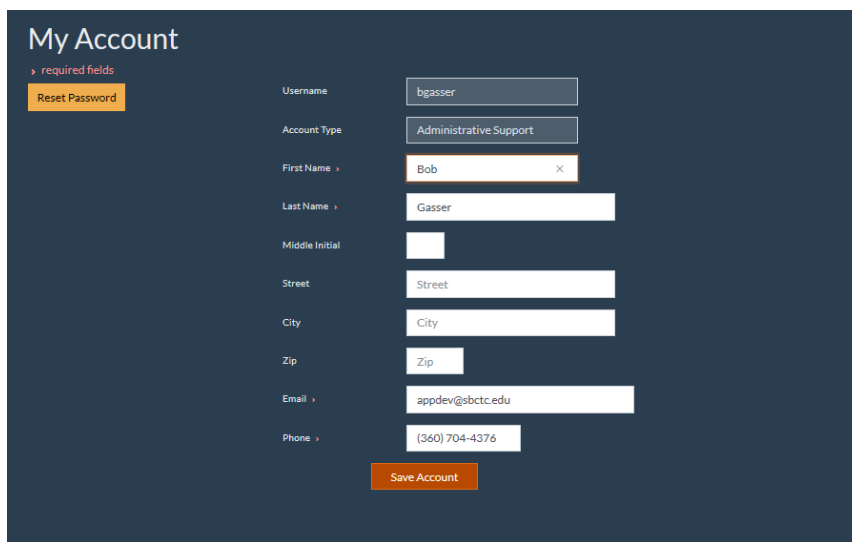
At the bottom of the form, there are two orange buttons: 'Save Program' and 'Reset Form'. Below the buttons is a small white question mark icon.

My Account

Here is where a logged in user will maintain their account. User name and account are read-only. All other lines are editable.

Reset Password

Clicking this button will reset the account of the logged in user. This means a new password and three new security question/answer pairs need to be set, and an email will be sent to the user with a link to the page to update the information.



The screenshot shows the 'My Account' form on a dark blue background. At the top left, the title 'My Account' is displayed in white, with a red arrow pointing to the text '> required fields' below it. A red button labeled 'Reset Password' is located to the left of the form fields. The form contains the following fields:

- 'Username' with a read-only field containing 'bgasser'.
- 'Account Type' with a read-only field containing 'Administrative Support'.
- 'First Name' with an editable field containing 'Bob' and a close button.
- 'Last Name' with an editable field containing 'Gasser'.
- 'Middle Initial' with an empty white text input field.
- 'Street' with an empty white text input field.
- 'City' with an empty white text input field.
- 'Zip' with an empty white text input field.
- 'Email' with an editable field containing 'appdev@sbctc.edu'.
- 'Phone' with an editable field containing '(360) 704-4376'.

At the bottom of the form, there is an orange button labeled 'Save Account'.

