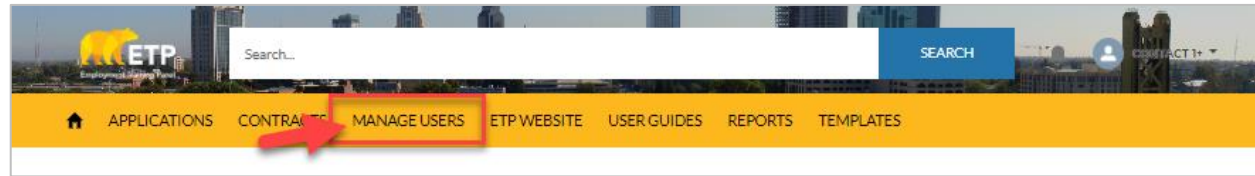
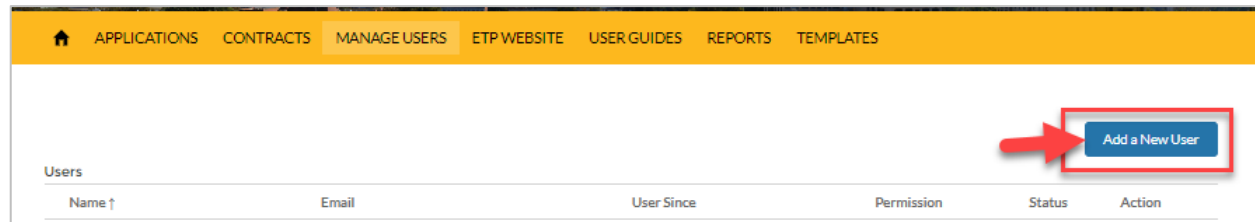


## ADDING A NEW USER

1. At the top of the landing page, select the **Manage Users** button on the button bar



2. Click on the **Add a New User** button in the top right hand corner



3. Fill out all fields on the *Create a New User* pop-up: **First Name, Last Name, Email, Phone** and **Permission** level

### Create a new User

\* First Name

\* Last Name

\* Email

\* Phone

\* Permission

## CAL-E-FORCE REFERENCE GUIDE: MANAGE USERS

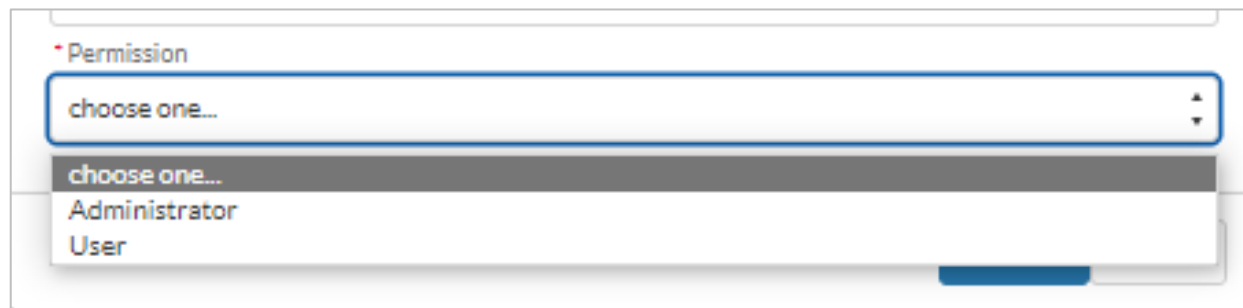
4. **Permission Level** has two options, Administrator and User

*Administrator privileges:*

- *Manage Users (add additional users, edit users)*
- *All User Privileges*

*User Privileges:*

- *Contract Management (Trainee Enrollments, Hours Tracking, Invoice submission, Revision request)*
- *Ability to Run Reports*



A screenshot of a web application interface showing a dropdown menu for the 'Permission' field. The dropdown is open, displaying three options: 'choose one...', 'Administrator', and 'User'. The 'Administrator' option is currently selected and highlighted in a dark grey background. The dropdown menu is enclosed in a light grey border with a blue border around the selection area.

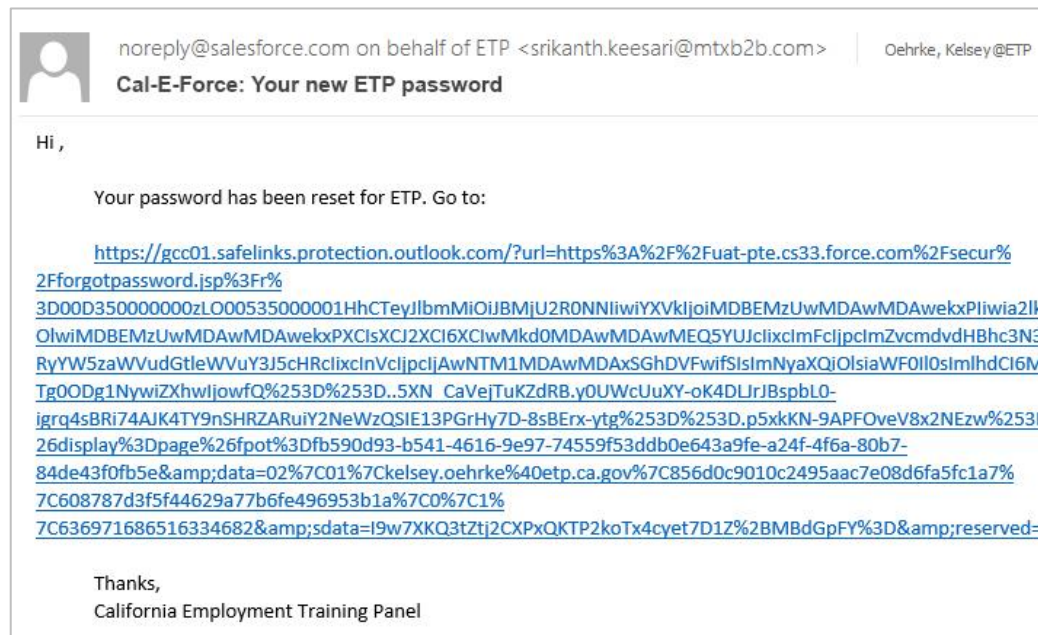
5. Click the **Create** button



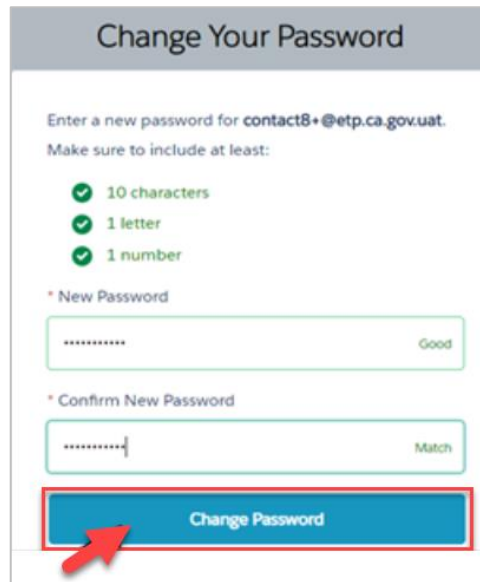
A screenshot of a web application interface showing the 'Permission' dropdown menu with 'Administrator' selected. Below the dropdown, there are two buttons: 'Create' and 'Close'. The 'Create' button is highlighted with a red rectangular box, and a red arrow points to it from the left.

# CAL-E-FORCE REFERENCE GUIDE: MANAGE USERS

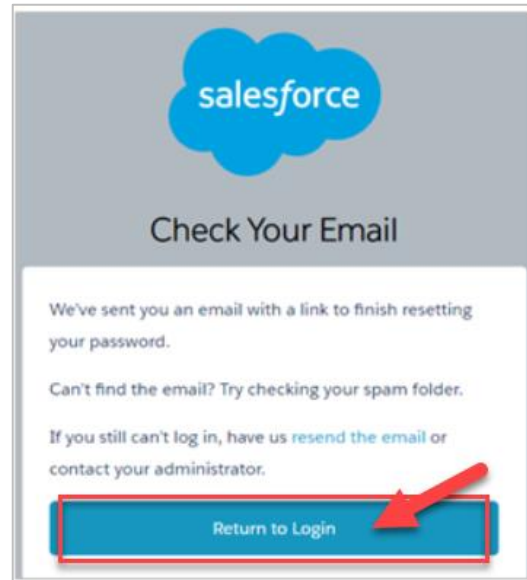
6. A password reset email will be sent to the added user



7. Follow the instructions to create a new password. Click the **Change Password** button when finished



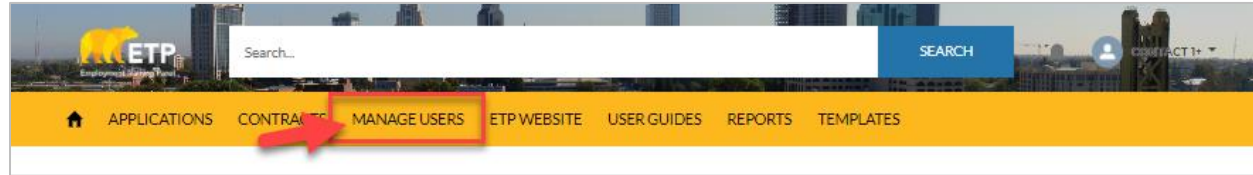
8. If unable to log in, click 'resend the email' or contact the Cal-E-Force team at [etpcalforce@etp.ca.gov](mailto:etpcalforce@etp.ca.gov)



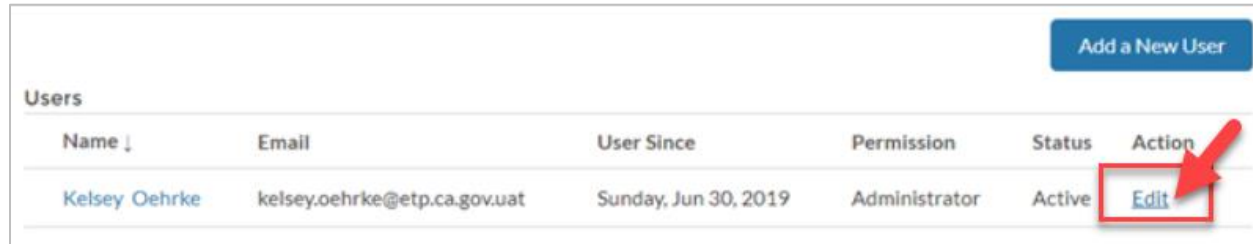
# CAL-E-FORCE REFERENCE GUIDE: MANAGE USERS

## EDITING A USER

9. At the top of the landing page, select the **Manage Users** button on the button bar



10. Click the **Edit** link next to the User you wish to edit



11. Edit the fields desired

The screenshot shows the 'Edit User' form with the following fields:

- \* First Name: Kelsey
- \* Last Name: Oehrke
- \* Phone: 8001234567
- \* Permission: Administrator
- Active


## CAL-E-FORCE REFERENCE GUIDE: MANAGE USERS

12. To remove a user's access, click on the checkbox next to the **Active** field to uncheck the box



The screenshot shows a user management form. At the top, there is a dropdown menu labeled "Permission" with "Administrator" selected. Below this is a checkbox labeled "Active" which is currently checked. A red rectangular box highlights the "Active" checkbox, and a red arrow points to it from the left. At the bottom right of the form, there are two buttons: "Update" (in blue) and "Close" (in white).

13. Click the **UPDATE** button to save the changes



The screenshot shows the same user management form as in the previous step. The "Active" checkbox is now unchecked. A red rectangular box highlights the "Update" button, and a red arrow points to it from the left. The "Close" button remains visible to the right of the "Update" button.

# CAL-E-FORCE REFERENCE GUIDE: MANAGE USERS

14. A password reset email will be sent to the edited user



noreply@salesforce.com on behalf of ETP <srikanth.keesari@mtxb2b.com>

Oehrke, Kelsey@ETP

## Cal-E-Force: Your new ETP password

Hi,

Your password has been reset for ETP. Go to:

[https://gcc01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fuat-pte.cs33.force.com%2Fsecur%2Fforgotpassword.jsp%3Fr%3D00D35000000zLO00535000001HhCTeyJlBmMiOiJBMjU2R0NNIiw%3DiwiYXVkljoiMDBEMzUwMDAwMDAwewkxPliwia2lklOlwiMDBEMzUwMDAwMDAwewkxPXCiXCJ2XCI6XCiwMkd0MDAwMDAwMEQ5YUJclixclmFcljpcimZvcmdvdHBhc3N3RyYW5zaWVudGtleWVuY3J5cHRclixclnVcljpcjAwNTM1MDAwMDAxSGhDVFwifSislMNyaXQjOlsiaWF0l0sImldCI6MTg0ODg1NywiZXhwljowfQ%253D%253D..5XN\\_CaVejTuKZdRB.y0UWcUuXY-oK4DLJrJBspbL0-igrq4sBRI74AJK4TY9nSHRZARuiY2NeWzQSIE13PGrHy7D-8sBERx-ytg%253D%253D,p5xkKN-9APFOveV8x2NEzw%253D26display%3Dpage%26fpot%3Dfb590d93-b541-4616-9e97-74559f53ddb0e643a9fe-a24f-4f6a-80b7-84de43f0fb5e&data=02%7C01%7Ckelsey.oehrke%40etp.ca.gov%7C856d0c9010c2495aac7e08d6fa5fc1a7%7C608787d3f5f44629a77b6fe496953b1a%7C0%7C1%7C636971686516334682&data=I9w7XKQ3tZtj2CXPxQKTP2koTx4cyet7D1Z%2BMBdGpFY%3D&reserved=C](https://gcc01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fuat-pte.cs33.force.com%2Fsecur%2Fforgotpassword.jsp%3Fr%3D00D35000000zLO00535000001HhCTeyJlBmMiOiJBMjU2R0NNIiw%3DiwiYXVkljoiMDBEMzUwMDAwMDAwewkxPliwia2lklOlwiMDBEMzUwMDAwMDAwewkxPXCiXCJ2XCI6XCiwMkd0MDAwMDAwMEQ5YUJclixclmFcljpcimZvcmdvdHBhc3N3RyYW5zaWVudGtleWVuY3J5cHRclixclnVcljpcjAwNTM1MDAwMDAxSGhDVFwifSislMNyaXQjOlsiaWF0l0sImldCI6MTg0ODg1NywiZXhwljowfQ%253D%253D..5XN_CaVejTuKZdRB.y0UWcUuXY-oK4DLJrJBspbL0-igrq4sBRI74AJK4TY9nSHRZARuiY2NeWzQSIE13PGrHy7D-8sBERx-ytg%253D%253D,p5xkKN-9APFOveV8x2NEzw%253D26display%3Dpage%26fpot%3Dfb590d93-b541-4616-9e97-74559f53ddb0e643a9fe-a24f-4f6a-80b7-84de43f0fb5e&data=02%7C01%7Ckelsey.oehrke%40etp.ca.gov%7C856d0c9010c2495aac7e08d6fa5fc1a7%7C608787d3f5f44629a77b6fe496953b1a%7C0%7C1%7C636971686516334682&data=I9w7XKQ3tZtj2CXPxQKTP2koTx4cyet7D1Z%2BMBdGpFY%3D&reserved=C)

Thanks,  
California Employment Training Panel

# CAL-E-FORCE REFERENCE GUIDE: MANAGE USERS

15. Follow the instructions to create a new password, click the **Change Password** button when finished

**Change Your Password**

Enter a new password for **contact8+@etp.ca.gov.uat**.  
Make sure to include at least:

- ✓ 10 characters
- ✓ 1 letter
- ✓ 1 number

\* New Password  
..... Good

\* Confirm New Password  
..... Match

**Change Password**

16. If unable to log in, click 'resend the email' or contact the Cal-E-Force team at [etpcaleforce@etp.ca.gov](mailto:etpcaleforce@etp.ca.gov)

**salesforce**

**Check Your Email**

We've sent you an email with a link to finish resetting your password.

Can't find the email? Try checking your spam folder.

If you still can't log in, have us [resend the email](#) or contact your administrator.

**Return to Login**