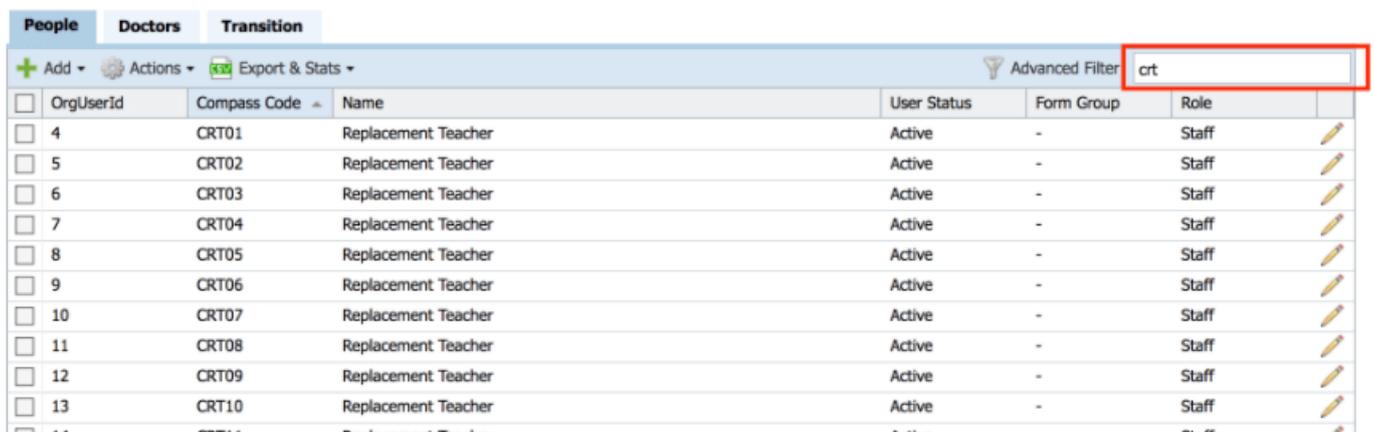


Compass CRT Accounts

Within Compass, there are 26 generic CRT Accounts (CRT00 to CRT25) with usernames and passwords that have the default permissions set to CompassReplacementStaff that limit their access within the portal. These accounts enable your office staff to reset the passwords as frequently as required without requiring action by your school's IT Team.

To provide a CRT with the username and password of a generic CRT Account, navigate to the Organisation Menu (Grid icon) > People Management. Within the search field on the People tab enter 'CRT' to view the filtered list of generic CRT Accounts.

People Management



The screenshot shows the 'People Management' interface. At the top, there are tabs for 'People', 'Doctors', and 'Transition'. Below the tabs, there are buttons for '+ Add', 'Actions', and 'Export & Stats'. An 'Advanced Filter' search box is highlighted with a red border and contains the text 'crt'. Below the search box is a table with the following columns: OrgUserId, Compass Code, Name, User Status, Form Group, Role, and an edit icon. The table lists 13 rows of data, all representing 'Replacement Teacher' accounts with 'Active' status and 'Staff' role.

OrgUserId	Compass Code	Name	User Status	Form Group	Role		
<input type="checkbox"/>	4	CRT01	Replacement Teacher	Active	-	Staff	
<input type="checkbox"/>	5	CRT02	Replacement Teacher	Active	-	Staff	
<input type="checkbox"/>	6	CRT03	Replacement Teacher	Active	-	Staff	
<input type="checkbox"/>	7	CRT04	Replacement Teacher	Active	-	Staff	
<input type="checkbox"/>	8	CRT05	Replacement Teacher	Active	-	Staff	
<input type="checkbox"/>	9	CRT06	Replacement Teacher	Active	-	Staff	
<input type="checkbox"/>	10	CRT07	Replacement Teacher	Active	-	Staff	
<input type="checkbox"/>	11	CRT08	Replacement Teacher	Active	-	Staff	
<input type="checkbox"/>	12	CRT09	Replacement Teacher	Active	-	Staff	
<input type="checkbox"/>	13	CRT10	Replacement Teacher	Active	-	Staff	

Tick the row(s) of the relevant CRT Account(s) to assign > Click on the 'Actions' button and select 'Reset Local Passwords' from the dropdown menu > Click 'Yes' to reset the passwords of all selected Local Account users.

People Management

The screenshot shows the 'People Management' interface. At the top, there are tabs for 'People', 'Doctors', and 'Transition'. Below the tabs is a navigation bar with '+ Add', 'Actions', and 'Export & Stats'. An 'Advanced Filter' is set to 'crt'. A table lists users with columns for 'OrgUs', 'Email', 'User Status', 'Form Group', and 'Role'. The 'Actions' menu is open, showing options like 'Email', 'Create Inactive Milestone', 'Reset Local Passwords', 'Reset iCal Link', 'Generate Login Letters', 'Edit Parent Login Letter', 'Bulk Update Phone Extensions', 'Label Generation', and 'Delete Users'. The 'Reset Local Passwords' option is highlighted. Below the table, rows 17, 18, and 19 are selected, with checkboxes checked. The footer shows 'Page 1 of 2', 'Items 20', and 'Displaying 1 - 20 of 26'.

A small pop-up window with the new passwords will display to then give to appropriate CRT(s).

The screenshot shows a pop-up window titled 'Reset passwords for local accounts'. It contains a question mark icon and the following text: 'This will reset passwords only for selected local user accounts. Any selected user accounts which are not local will not have their passwords reset.' Below this, it says 'This will also log out these users from any web or mobile sessions they may have.' and 'Would you like to continue?'. At the bottom, there are two buttons: 'Yes' and 'No'. The 'Yes' button is highlighted with a red box.

The generic CRT account passwords will expire at 5pm, 3 business days after the password was reset and issued (the user will see a notification on their dashboard advising the date/time of the expiry).

If you need to stop the CRT access prior to this, just reset the password for the relevant CRT Account in People Management. When you assign the CRT Account again to a new individual, the password needs to be re-set.

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