



Remarkable Futures Scholarship | Add, Edit, Delete Administrator(s)

To access Administrators

1. Click 'My Secondary Administrator' on your Dashboard view.

The screenshot shows the Remarkable Futures dashboard. At the top is the Chick-Fil-A Remarkable Futures logo. Below it is a 'Dashboard' header. Underneath, there's a section for 'Administrator ID# 36669' with a 'Log Out' link. A session timer indicates 'Your session will end at 4:58:55pm if no action is taken. Clicking a link or submitting a form will reset this timer.' Below that is a 'Program Selection' dropdown set to 'CFA (0 applications)'. At the bottom right, the 'My Secondary Administrator' link is highlighted in yellow.

To Add Administrator(s)

1. Enter the individual's contact information. (You can add multiple lines at once).

The screenshot shows a table with columns: First Name *, Last Name *, Email *, Phone, and Action. The first row has empty input fields for the first four columns and an '(Add)' link in the Action column. Below the table is a 'Save Secondary Accounts' button.

2. Click 'Save Secondary Accounts'.

The screenshot shows the same table as above, but now with 'Test 1' in the First Name field, 'test' in the Last Name field, and 'abc@123.com' in the Email field. The 'Save Secondary Accounts' button is highlighted in yellow.

3. There should be a green 'Secondary account added' message, if the add was successful.

The screenshot shows a green message: 'Secondary account added'. Below it, the table now has an 'Edit' link in the Action column for the first row, and the 'Save Secondary Accounts' button is no longer visible.

4. Added Administrator(s) will be sent an auto-generated email containing details of how to setup their access.

To Edit Administrator Information

1. Find the line for the individual whose information you wish to update and click 'Edit'.

The screenshot shows the table with the 'Edit' link in the Action column highlighted in yellow.

2. Edit their information and click 'Save Secondary Accounts'. (You can edit multiple lines at once).

The screenshot shows the table with 'abcd@123.com' in the Email field. The 'Save Secondary Accounts' button is highlighted in yellow.

5. There should be a green 'Secondary account saved' message, if the edit was successful.

The screenshot shows a green message: 'Secondary account saved'. Below it, the table now has an 'Edit' link in the Action column for the first row, and the 'Save Secondary Accounts' button is no longer visible.



To Remove Administrator(s)

1. Find the line for the individual whose information you wish to update and click 'Edit'.

First Name *	Last Name *	Email *	Phone	Action
Test 1	test	abc@123.com		Edit (Add)

2. Check the 'Remove' box and click 'Save Secondary Accounts'. (You can remove multiple lines at once).

First Name *	Last Name *	Email *	Phone	Action
Test 1	test	abc@123.com		<input checked="" type="checkbox"/> Remove (Add)

3. There should be a green 'Selected secondary account(s) have been removed' message, if the deletion was successful.

Selected secondary account(s) have been removed

First Name *	Last Name *	Email *	Phone	Action
				(Add)