



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, there is a header with the CHICK-FIL-A REMARKABLE FUTURES logo. Below the header, the dashboard content includes the text 'Administrator ID# 36669' and 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.' There is a 'Program Selection' dropdown menu set to 'CFA (0 applications)'. At the bottom, the 'My Secondary Administrator' link is highlighted in yellow, along with a 'Reset my Password' link.

To Add Administrator(s)

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

The screenshot shows a form with five columns: 'First Name *', 'Last Name *', 'Email *', 'Phone', and 'Action (Add)'. Each column has an empty input field. Below the form is a 'Save Secondary Accounts' button.

2. Click 'Save Secondary Accounts'.

The screenshot shows the same form as above, but with test data entered: 'Test 1' in the First Name field, 'test' in the Last Name field, 'abc@123.com' in the Email field, and an empty field in the Phone column. The 'Action (Add)' link is highlighted in yellow. Below the form is a 'Save Secondary Accounts' button.

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

The screenshot shows a green message 'Secondary account added' at the top. Below it, the form is displayed with the test data from the previous step. The 'Action (Add)' link is now 'Edit (Add)'. Below the form is a 'Save Secondary Accounts' button.

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 form with test data. The 'Edit (Add)' link in the Action column is highlighted in yellow. Below the form is a 'Save Secondary Accounts' button.

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

The screenshot shows the form with test data. The 'Save Secondary Accounts' button is highlighted in yellow. Below the form is a 'Save Secondary Accounts' button.

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

The screenshot shows a green message 'Secondary account saved' at the top. Below it, the form is displayed with the test data from the previous step. The 'Action (Add)' link is now 'Edit (Add)'. Below the form is a 'Save Secondary Accounts' button.

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)

Save Secondary Accounts

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)

Save Secondary Accounts

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)

Save Secondary Accounts