


tessello user guide
Management
Centre users





Management
Centre is the back-end
to your tessello.
Learn how to maintain
Management Centre users.

Contents

- Management Centre User Permissions
- Creating new Management Centre users
- Editing Management Centre users
- First logins



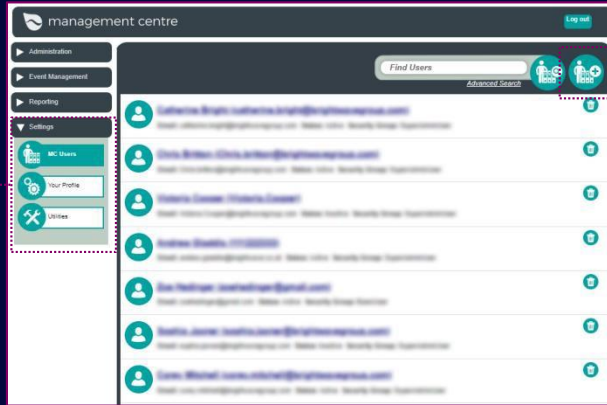
Management Centre User Permissions

Within Management Centre there are 3 core groups with different levels of permissions

Permissions	Basic User	Standard User	Super Admin User
Add/View/Edit Learner Details	✓	✓	✓
Reset Learner Passwords & MFA	✓	✓	✓
Delete Learners	✗	✗	✓
Deactivate/Reactivate Learners	✗	✓	✓
Add/Edit/Run/Delete Reports	✓	✓	✓
Add/Edit/Delete Resource Tiles	✗	✓	✓
Add/Edit/Delete Programmes & Learning pathways	✗	✓	✓
Add/Edit Resources	✗	✓	✓
Add/Edit/Delete Events, Venues, Event Trainers	✓	✓	✓
Email Learners	✗	✓	✓
Add/Edit User groups / Communities	✗	✓	✓
Add/Edit/Delete Admin Users	✗	✗	✓

Creating new MC users

Step 1
Open the
Administration
menu and select
Settings /MC Users



Step 2
Select Add
MC User

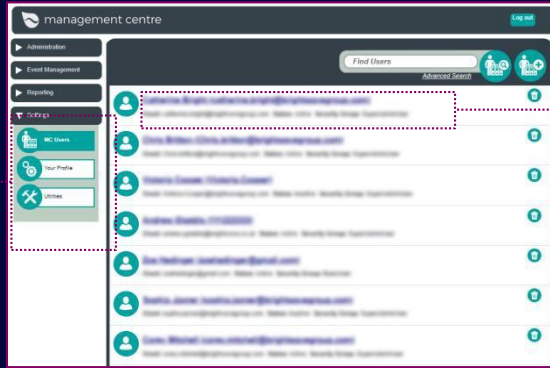
Step 3
Complete learner details
**And set their permission in Security
Group**

A screenshot of the 'Add MC User' form. The form has a title bar with a user icon and the text 'Add MC User'. Below the title bar is a large green plus sign icon. The main form area contains a section titled 'Click here for Username rules.' followed by five input fields, each with a star icon to its right: 'Username:' with a text input field, 'First Name:' with a text input field, 'Last Name:' with a text input field, 'Email Address:' with a text input field, and 'Security Group:' with a dropdown menu. At the bottom of the form is a green 'Add MC User' button.

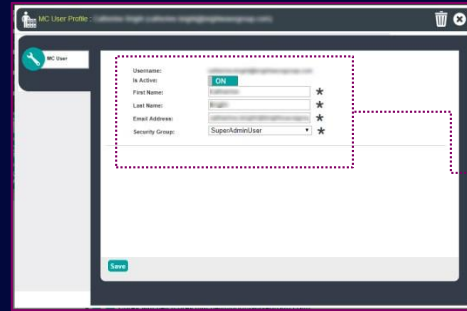
Step 4
Click the Add MC User
button

Editing MC users

Step 1
Open the Settings
menu and select
MC Users

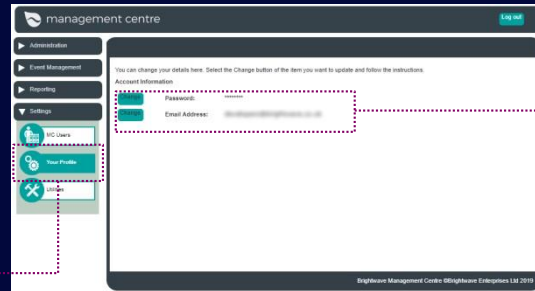


Step 2
Select the user you
want to edit



Step 3
Update the
details and
click save

Updating your Profile
Open the Settings
menu and select Your
Profile



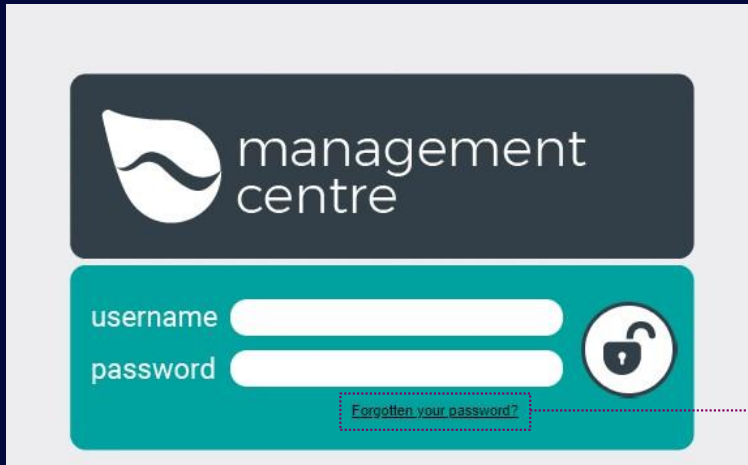
Update your
password or
email address

First logins

Once you have created a new MC User, an email will be sent to them with the access link, username and password.

PLEASE NOTE: The email details will expire after 15 minutes for security reasons – so make sure your MC user can access it.

On accessing the system they will be asked to go through a short registration process where they can change the password to something more memorable – onscreen guidelines will take them through this process



The image shows a login form for the 'management centre'. At the top, there is a dark grey header with a white leaf logo and the text 'management centre'. Below this is a teal-colored form area. It contains two input fields: 'username' and 'password'. To the right of the password field is a circular icon of an open padlock. At the bottom of the teal area, there is a link that says 'Forgotten your password?'. A red dotted line originates from this link and points towards the text on the right side of the slide.

Forgotten your password?
If you forget your
password at any time, you
can follow the link to
generate a new one



If you are experiencing any difficulties with Management Centre users, please contact the Tessello support desk.

