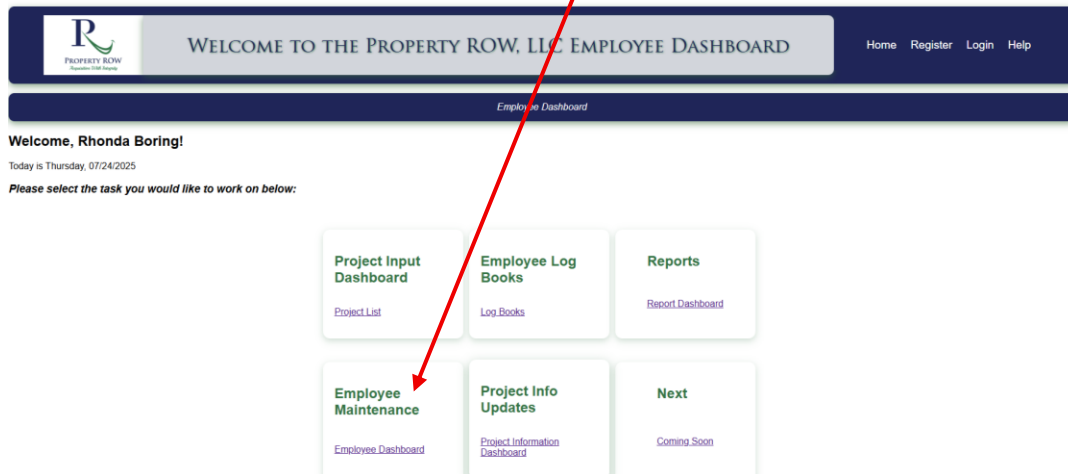


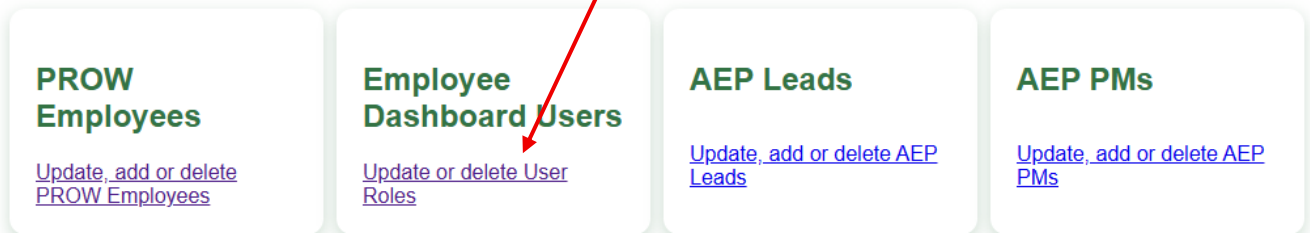
# Employee Dashboard

After User registers and logs in, they will request elevated permissions if needed. This request goes to the admin. If User does need elevated permissions for their role, the admin will receive an email request. The permissions will not take effect until the admin grants it, and the user logs in again.

1. After you (the admin) are logged in, choose Employee Maintenance from the [Employee Dashboard](#):



2. Choose the [Update or delete Employee Dashboard Users](#) from the [Employee Maintenance Dashboard](#):



3. Click the Edit Button next to the Users Name:  
**Employee Dashboard Users**

User Name	Role	Status	Last Updated	Actions
Rhonda Boring	Admin	Active	2025-07-24	<a href="#">Edit</a> <a href="#">Delete</a>

## Employee Dashboard

4. Enter the Users updated information requested and click the Submit button:

The screenshot shows a web form titled "Edit Employee Dashboard User". It contains three input fields: "User Name:" with the value "Rhonda Boring", "Role:" with a dropdown menu showing "Admin", and "Status:" with a dropdown menu showing "Active". Below these fields is a blue "Update" button, which is circled in red. To the left of the form, a red vertical line with two horizontal arrows points to the "Role:" and "Status:" dropdowns. A red diagonal line with an arrow points to the "Update" button. Below the "Update" button are two green buttons: "Return to User List" and "Return to Employee Maintenance Dashboard".

**Edit Employee Dashboard User**

User Name:  
Rhonda Boring

Role:  
Admin ▼

Status:  
Active ▼

**Update**

Return to User List

Return to Employee Maintenance Dashboard

5. *Do not edit the User's Name or they will not be able to log in.*
6. Congratulations! You have just entered a new User role.
7. If you should need any further assistance, please contact [Rhonda](#) (PST). If your request is urgent, please call 253-347-1132.