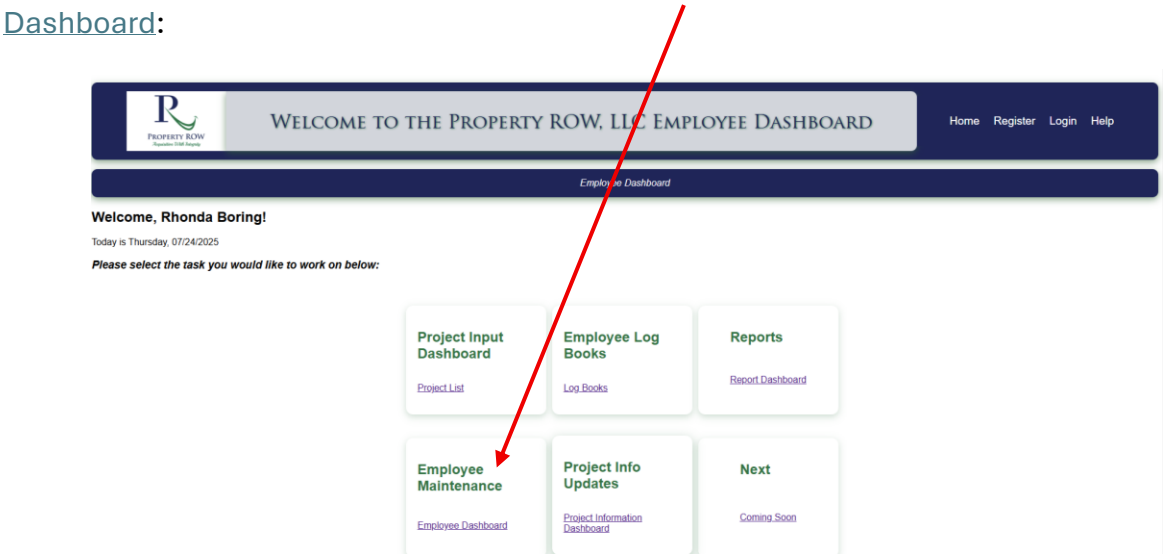
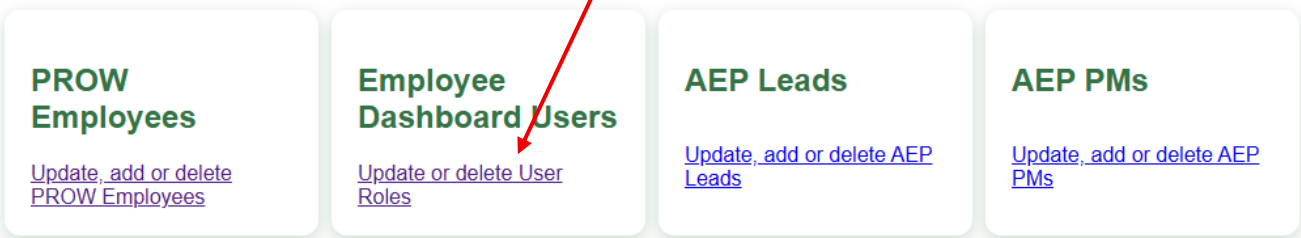
# Employee Dashboard

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.

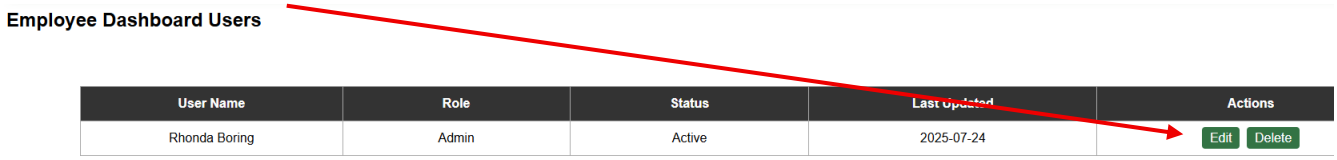
1. After you (the admin) are logged in, choose Employee Maintenance from the Employee Dashboard:




2. Choose the Update or delete Employee Dashboard Users from the Employee Maintenance Dashboard:




3. Click the Edit Button next to the Users Name:



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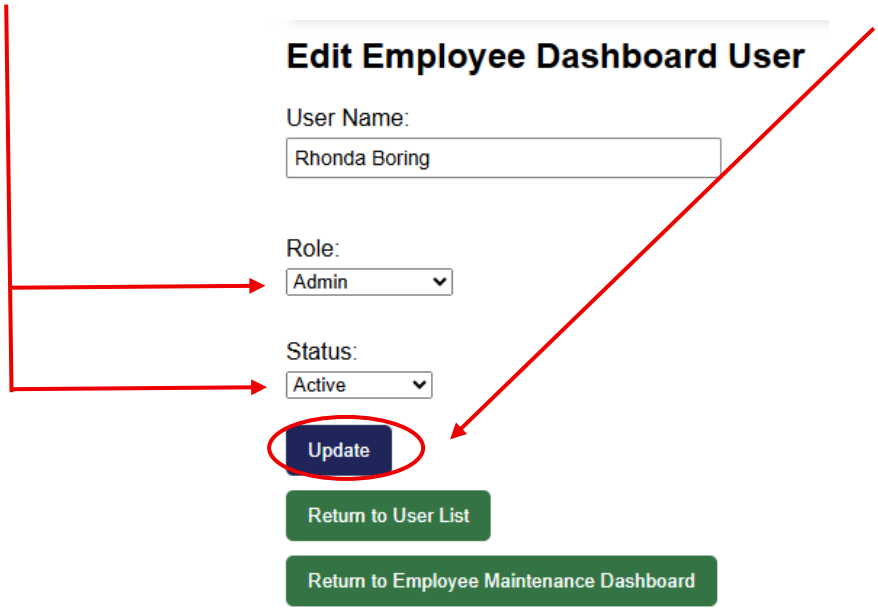
4. Enter the Users updated information requested and click the Submit button:




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.