

Managing User Accounts

Editing a User's Account

- The main reason to edit a user's account is to give them an additional appointment (academic candidate) or an additional assignment (staff)
- You can edit accounts for individuals in your department or cluster
- If you need to add a joint appointment for a person whose home department is not in your purview, you will need to contact the Department Admin for that unit and request that your department be added to the person's account
- Academic accounts can be given across Schools and Colleges
- Staff accounts must remain within the same School or College

Editing a User's Account

- From your main page, select “Edit a User's Account”

The screenshot displays a web application interface with a navigation bar at the top containing: Enter Data ▾ My Dossier ▾ CV & Biosketches ▾ Actions ▾ Reports ▾ Preferences ▾. On the right side of the navigation bar, there is a search icon and the user name Crystal Y Tobias. Below the navigation bar, there is a 'Home' link with a house icon and a user profile icon with the text 'Select a User's Account'. The main content area is divided into two columns by a vertical line. The left column contains: 'How do I get started?' link; 'Sign Documents' section with a pen icon and a link 'Review/Sign Vice Provost's Final Decision (0)'; 'Review Dossiers' section with a magnifying glass icon and a link 'Assign Dossier Reviewers'; and 'Open Actions' section with a folder icon and links 'Manage Open Actions', 'View Dossier Snapshots', 'Cancel Dossiers', and 'Start an Appointment'. The right column contains: 'Manage Users' section with a group of people icon and links 'Add a New User', 'Edit a User's Account', 'Deactivate/Reactivate a User', and 'Manage Groups'; 'Completed Actions' section with a green checkmark icon and links 'Send Dossiers to Post Audit', 'Dossiers at Post Audit or Appeal', 'Archive Completed Dossiers', and 'View Dossier Archive'; and 'Reports' section with a bar chart icon and links 'View MIV Users', 'View MIV Deans', 'View MIV Department Chairs', 'View MIV Open Actions', and 'MIV User Lookup Utility'. A red arrow points from the top right towards the 'Edit a User's Account' link in the 'Manage Users' section.

Enter Data ▾ My Dossier ▾ CV & Biosketches ▾ Actions ▾ Reports ▾ Preferences ▾

Ω | Crystal Y Tobias

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Editing a User's Account

- Enter the name of the person whose account you wish to edit, and “Search Now”

Edit a User's Account: Search

Crystal Y Tobias
Select from one of the search options below to locate a user.

Search for a user by Name:

Search for a user by first letter of Last Name:

Search for a user by Department:

Search for a user by School/College:

Select the appropriate individual

Show entries Find in all :

MIV User	School/College	Department	Role
Mendoza, Daniel	Information and Educational Technology	Application Development	Candidate
Mendoza, Macaria L	LS: Social Science	Psychology	Candidate
Mendoza, Zoila	LS: HARCS	Native American Studies	Candidate

Editing a User's Account

- Edit the account accordingly but DO NOT change an academic candidate to a Department or School/College Admin

Edit User Details

Editing: Daniel Mendoza

MIV Role:

Email:

Primary Appointment

School/College - Department:

Note: The name above is populated from the UC Davis online directory. If you would like your name to appear differently in your MIV documents (Dossier, CV, etc.), update your "Display Name" in the "Enter Data > [Personal Information](#)" page.

Click "Save" when you are done

You may edit the primary appointment, or add/edit joint appointments (academics)

You may edit the primary assignment, or add/edit joint assignments (staff)

Candidate Dept. Chair Dean

Deactivating/Reactivating an Account

- Accounts should be deactivated when the candidate or staff member leaves the University
- If they are going to another department on campus, their account should be edited to move them to their new location (see previous slides)
- If you know that a person has had an account in MIV in the past, their account may have become deactivated and simply needs to be reactivated
- MIV accounts and data are never deleted but they may appear that way if they have been deactivated
- If you have any trouble in this area, contact miv-help@ucdavis.edu for assistance

Deactivating/Reactivating an Account

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Reports

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Select Deactivate/
Reactivate a User

Deactivating/Reactivating an Account

- Enter the name of the individual you wish to deactivate or reactivate and click “Search Now!”

Deactivate/Reactivate a User: Search

Crystal Y Tobias

Select from one of the search options below to locate a user.

Search for a user by Name:

Search for a user by first letter of Last Name:

Search for a user by Department:

Search for a user by School/College:

Deactivating/Reactivating an Account

- If **deactivating** an account, un-check the Active User box and click Save
- If **reactivating** an account, check the Active User box and click Save

Deactivate/Reactivate a User: Search Results for name "mwaura"

Uncheck the "Active User" checkbox next to a user's name to deactivate his/her MIV account. Check the checkbox to reactivate his/her MIV account. Deactivated users will not appear on any report or lists of users.

Select a column header to sort by that column.

Save Cancel

Show 25 entries Find in all :

Active User	MIV User	School/College	Department	Role
<input checked="" type="checkbox"/>	Mwaura, Crispus Mwangi	LS: HARCS	Classics	Dept. Helper

Filter MIV User Filter School/College Filter Department Filter Role

Showing 1 to 1 of 1 entries First Previous 1 Next Last

Save Cancel

Deactivating/Reactivating an Account

- You will receive a confirming message from the program

Deactivate/Reactivate a User: Confirmation

The following user's account status has been updated.

Mwaura, Crispus: Deactivated User