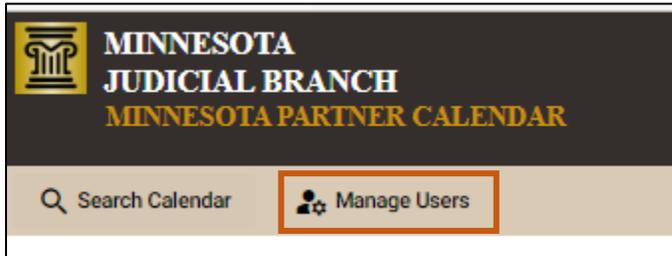


Handout—Managing Users in the Minnesota Partner Calendar

Manage Users

To access the tools to manage users in the Minnesota Partner Calendar, log in to MPARC, and click the Manage Users link at the top of the landing page.



 This link is only viewable and accessible to Agency Account Managers.

From the **Manage Users** page, you can:

1. Add a new Agency User
2. View current users
3. Modify current agency users
4. View, edit and send pending invitations



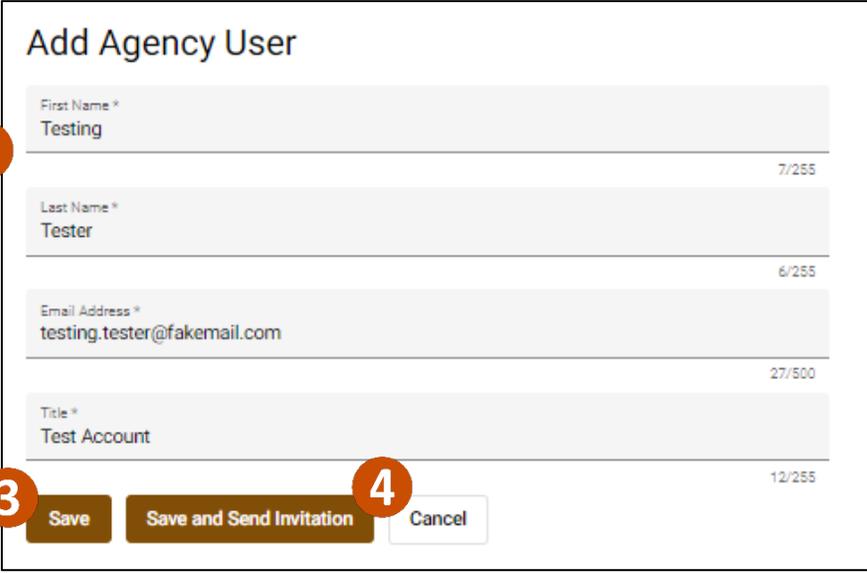
Add a new agency user

1. To add a new user, click **Add Agency User**.



Handout—Managing Users in the Minnesota Partner Calendar

2. Fill in the user information.
3. Click **Save** to save a draft of the invitation. The user information will appear under the Pending Information tab, from which you may send when ready.
4. Or, click **Save and Send Invitation**. The user information will appear under the Pending Information tab, and an invitation will be sent to the email address entered.



The screenshot shows a web form titled "Add Agency User". It contains four text input fields and three buttons. The fields are: "First Name*" with the value "Testing" (7/255 characters), "Last Name*" with the value "Tester" (6/255 characters), "Email Address*" with the value "testing.testster@fakemail.com" (27/500 characters), and "Title*" with the value "Test Account" (12/255 characters). The buttons are "Save", "Save and Send Invitation", and "Cancel".

2

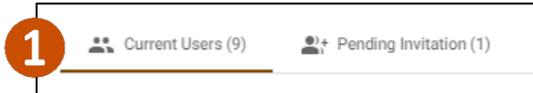
3

4

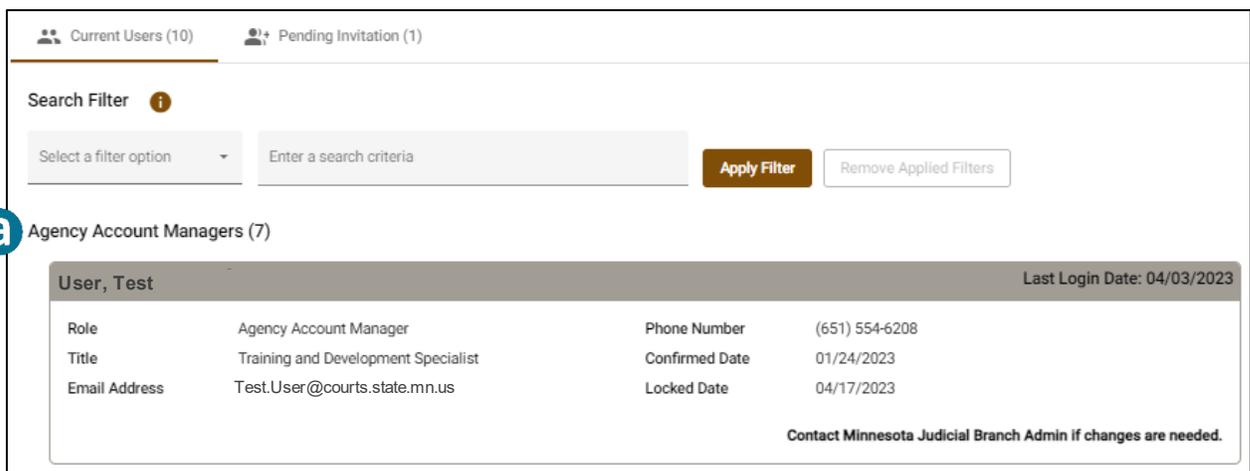
Handout—Managing Users in the Minnesota Partner Calendar

View current users

1. Click the **Current Users** tab.



2. Scroll down to view
 - a. Agency Account Managers
 - b. Agency Users



Current Users (10) Pending Invitation (1)

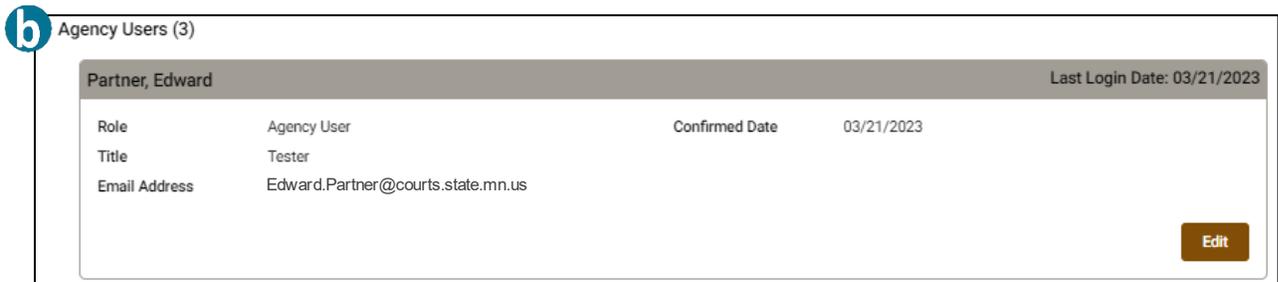
Search Filter ⓘ

Select a filter option Enter a search criteria **Apply Filter** Remove Applied Filters

a Agency Account Managers (7)

User, Test		Last Login Date: 04/03/2023	
Role	Agency Account Manager	Phone Number	(651) 554-6208
Title	Training and Development Specialist	Confirmed Date	01/24/2023
Email Address	Test.User@courts.state.mn.us	Locked Date	04/17/2023

Contact Minnesota Judicial Branch Admin if changes are needed.



b Agency Users (3)

Partner, Edward		Last Login Date: 03/21/2023	
Role	Agency User	Confirmed Date	03/21/2023
Title	Tester		
Email Address	Edward.Partner@courts.state.mn.us		

Edit

3. Or, use the **Search Filter** option to find a specific user.



Search Filter ⓘ

Select a filter option **a** Enter a search criteria **b** **Apply Filter** **c** Remove Applied Filters

Select a filter option Name Testing

- a. Click **Select a filter option** dropdown to search for a Name, Title, or Email Address.
- b. Enter a word or partial word to search for.
- c. Click **Apply Filter**.

Handout—Managing Users in the Minnesota Partner Calendar

Edit current agency user profiles

You may update a current agency user’s profile, to change their title, remove MPARC access or lock MPARC access. For any other edit, contact the Minnesota Judicial Branch Admin.

 You may not modify Agency Account Managers logins. If changes are required, contact the Minnesota Judicial Branch Admin.

1. Locate the user profile.
2. Click **Edit**.

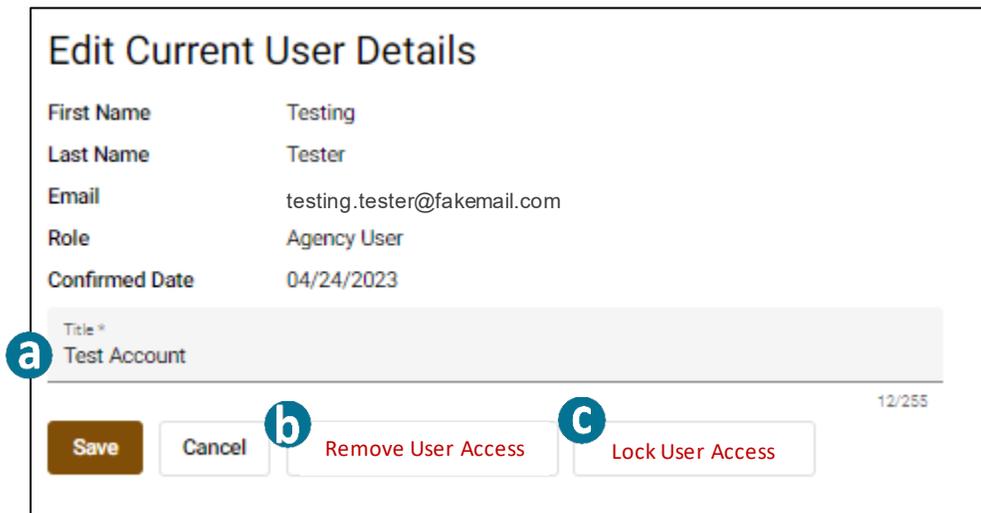


Tester, Testing Last Login Date: 04/24/2023

Role	Agency User	Confirmed Date	04/24/2023
Title	Test Account		
Email Address	testing.testster@fakemail.com		



3. Modify the profile as needed:



Edit Current User Details

First Name: Testing

Last Name: Tester

Email: testing.testster@fakemail.com

Role: Agency User

Confirmed Date: 04/24/2023

Title *
Test Account 12/255

- a. Change title. Enter the new title and click **Save**.

Handout—Managing Users in the Minnesota Partner Calendar

- b. Remove Access. This removes the users account from the Agency. You will be asked to provide a reason and confirm the removal.



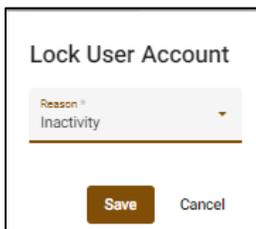
Remove User Access

Reason [⌵]
Inactivity

Save Cancel

Employment Change
Master Subscriber Agreement
Inactivity
Other

- c. Lock Access. This retains the profile in MPARC but prevents the user from accessing until unlocked. You will be asked to provide a reason and confirm the lock.



Lock User Account

Reason [⌵]
Inactivity

Save Cancel

A locked account will be indicated with a lock icon and reason identified.

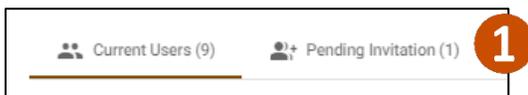


Tester, Testing  (Inactivity)

View, edit and send pending invitations

You may view, edit, and send pending invitations.

1. Click the Pending Invitations tab.



 Current Users (9)  Pending Invitation (1) **1**

2. Locate an invitation. It will display user information, including the user's invitation code.
3. Click Edit.



Handout—Managing Users in the Minnesota Partner Calendar

2 Tester, Testing

Role	Agency User	Invitation Code	8NKT51Z1
Title	Test Account	Invitation Sent Date	Not sent
Email Address	testing.teste@fakemail.com	Invitation Sent By	Not sent
Expiration Date	05/24/2023		

3 [Edit](#) [Send Invitation](#)



If no edits are required, click **Send Invitation** to send an email to the user with a link to access the site.

4. Edit the profile details as needed:

4 Edit Pending Invitation Details

a First Name *
Testing 7/255

Last Name *
Tester 6/255

Email Address *
testing.teste@fakemail.com 27/500

Title *
Test Account 12/255

Invitation Sent Date Not sent

Sent By Not sent

b [Save](#) **c** [Save and Send Invitation](#) **d** [Cancel](#) **e** [Remove Invitation](#)

- a. Update user information
- b. Save details
- c. Save and Send invitation
- d. Cancel edits
- e. Remove Invitation