PREP - Editing User Roles
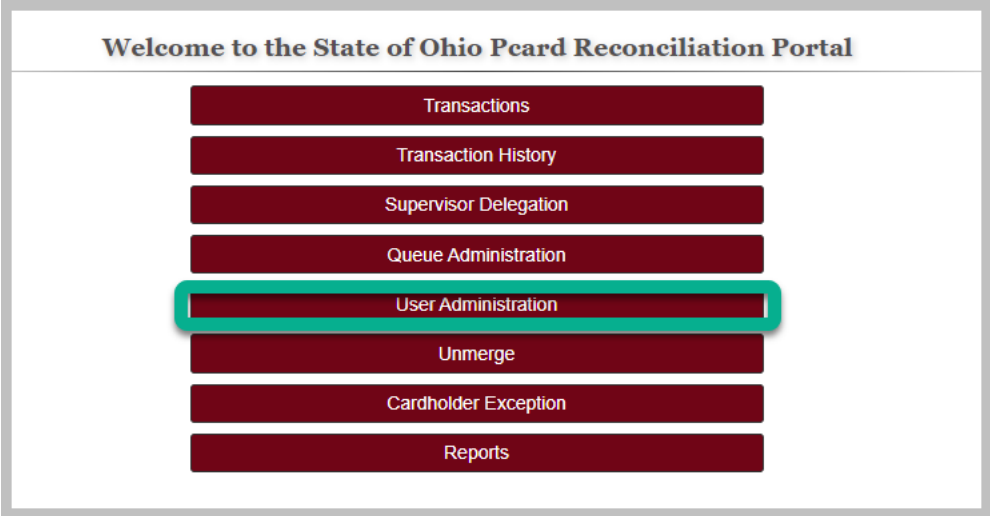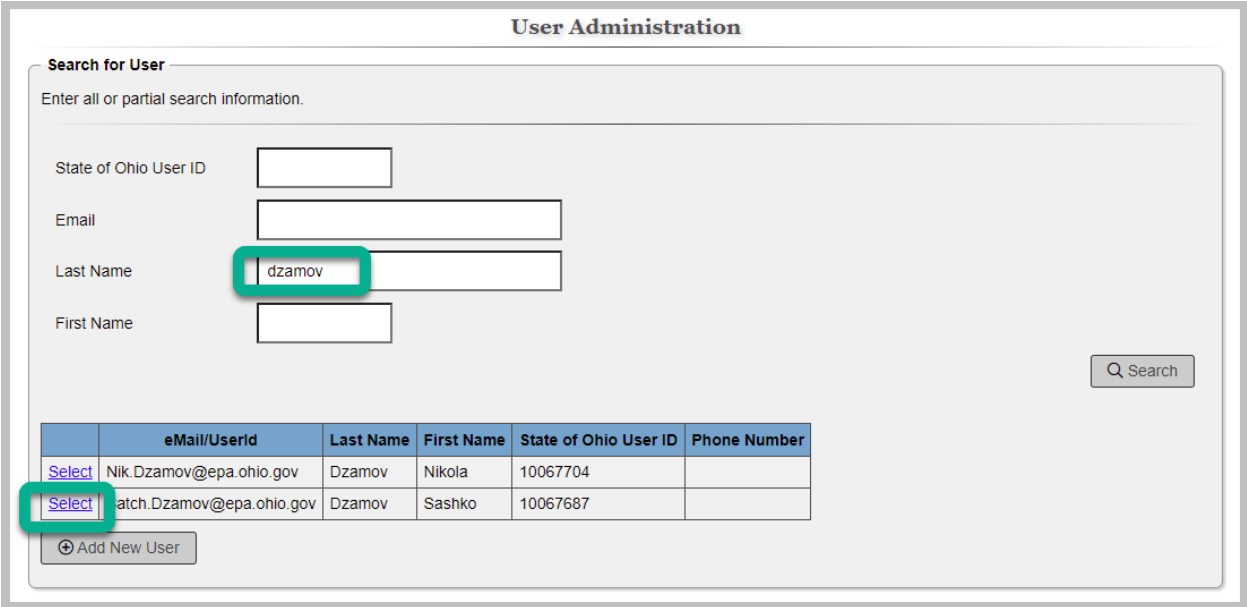
1. Login to PREP and go to User Administration

2. Search for the user by entering employee ID or last name
3. Click 'Select' in the row where the user's information is found

4. To add a role, click the 'Add Access' button

5. Select the needed role(s)

6. To remove a role, click on the 'Deactivate' link next to the role in the user's permissions grid

Details

State of Ohio User ID:	10067687	
Email:	Satch.Dzamov@epa.ohio.gov	
Last Name:	Dzamov	
First Name:	Sashko	
Phone:		
Active:	☑	
		Add Access

Agency Code	Role	Queue	Active	
EPA	Supervisor		True	Deactivate

7. Process complete