



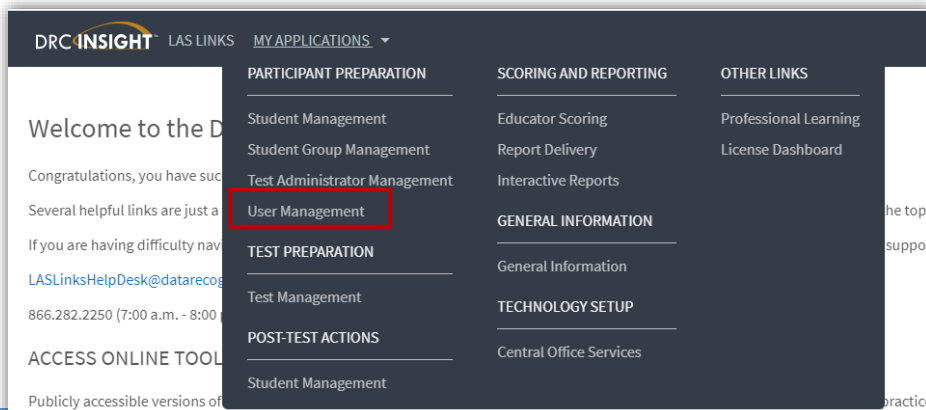
Adding Existing Users to *preLAS* Online

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You can easily and quickly assign existing LAS Links Online Users to *preLAS* Online:

1. Click on MY APPLICATIONS >> User Management:



Adding Existing Users to *preLAS* Online



DRC INSIGHT LAS LINKS USER MANAGEMENT

Edit User Add Single User Upload Multiple Users

Filters are required Instructional Text if unsure how to filter

Administration: LAS Links
User Role: (All)
District: Sales and Training Dist
School: Care Quinn Sales and T
First Name:
Last Name:
Email:
 Hide Inactive Users

Find User Clear

	Last Name	First Name	Email
<input checked="" type="checkbox"/>	sample	sample	sample@sample.com
<input checked="" type="checkbox"/>	sample2	sample2	sample2@sample.com

Copy to New Administrations Assign Permissions Remove Permissions Assign Role Export

2. Choose LAS Links in the Administration drop down
3. Click Find User
4. Click on the Profiles tab
5. Choose the Users you want to associate to *preLAS* Online
6. Click Copy to New Administrations

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7. Choose *preLAS* Online when prompted
8. Click Submit

Copy Profiles to New Administration

You are copying 1 user profile(s). If you are unsure which profiles you selected, press Cancel and review your choices on the previous screen.

Instructions

* Indicates required fields

New Administration
LAS Links
preLAS Online *

Submit Cancel

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DRC Customer Service – Texas

Toll Free: 833-867-5679 Option 1

Order Support

Texas Order Support Email:

LASOrderTX@datarecognitioncorp.com

Toll Free: 833-867-5679 Option 2

Technical Support

Texas Technical Support Email:

LASTechTX@datarecognitioncorp.com

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www.LASLinks.com/Texas