NYC Administration for Children's Services

QUICK REFERENCE GUIDE:

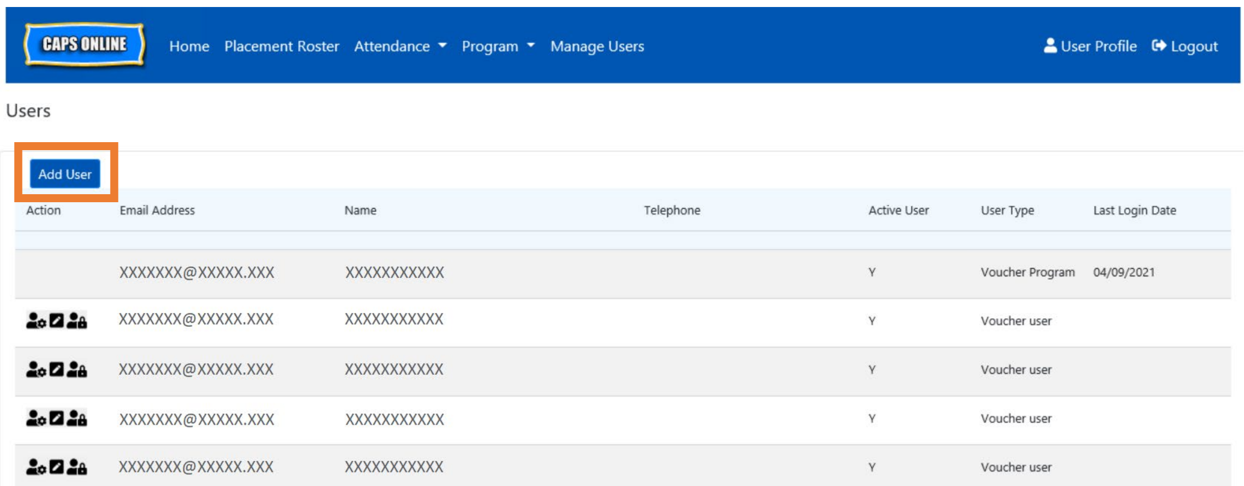
MANAGING USERS (VOUCHER PROGRAMS)

MANAGE USERS

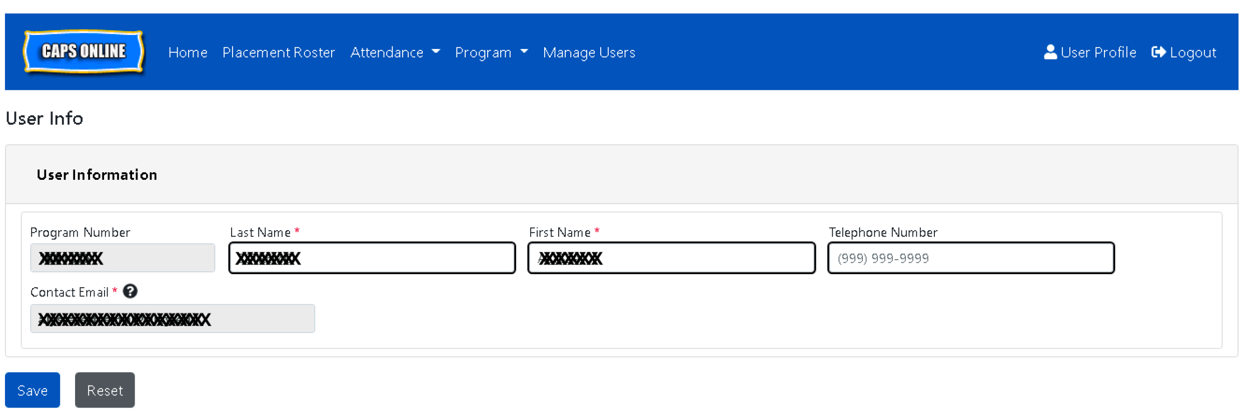
The Manage Users option in the menu allows you to manage all of the people associated with your program who are able to access your CAPS Online system.

ADD A USER

1. To grant a new user access to the system, select the **Add User** button at the top of the page.

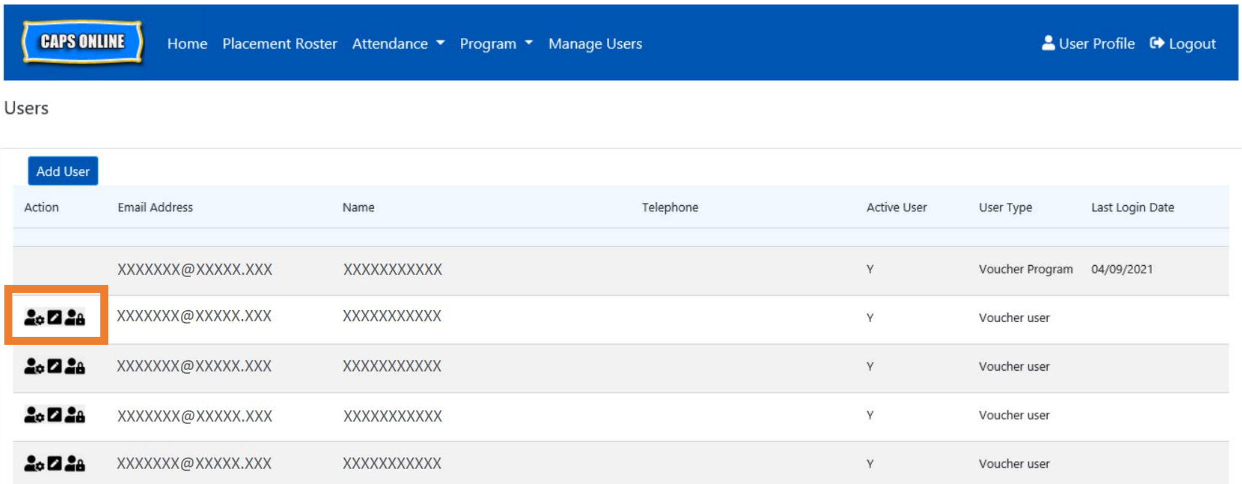


2. The User Info page will appear. Here, you can add the new user's information. First Name, Last Name, and Contact Email are required fields. The user must create a NYC ID using the same email address added below in the user info page in order to access the system.



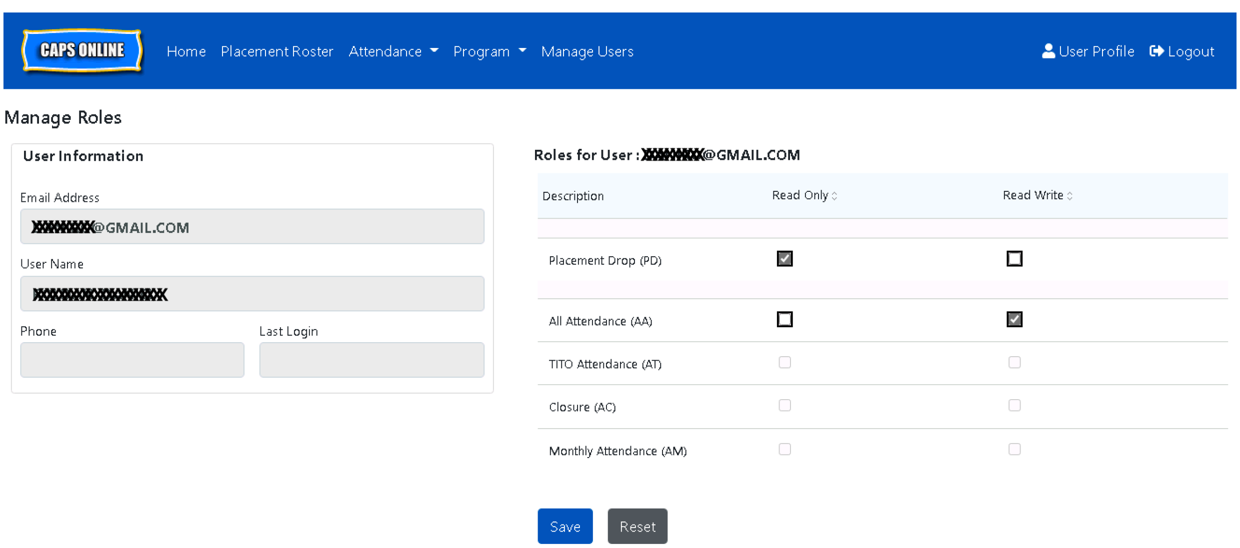
3. Click **Save** to complete.

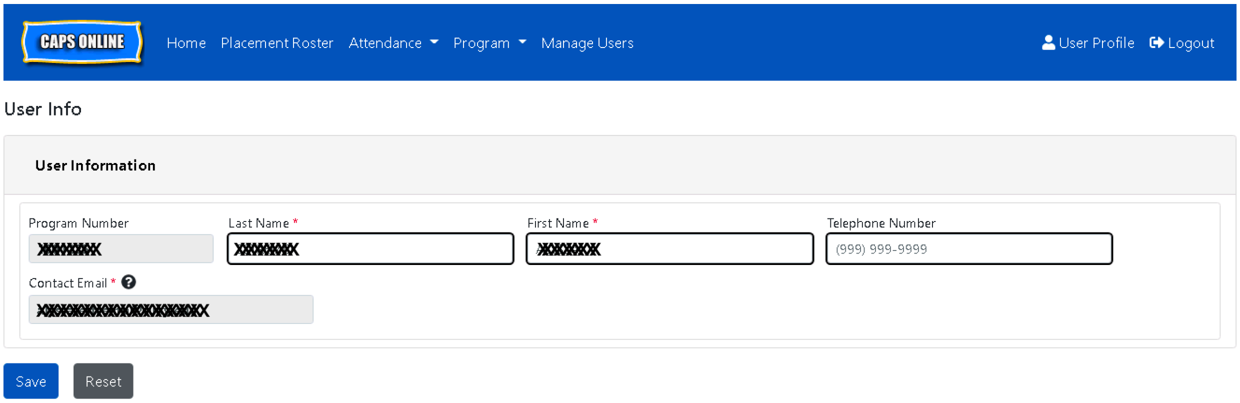
If a user is already listed, you can manage their role, permissions/access, using the icons in the **Action** column on the left. This can be updated at any time.



There are three icons with the following functions:

Manage Roles: If a user is already listed, you can manage their role, permissions/access, from the manage roles icon. For example, if you only want a user to be able to view closures but not add or edit closures, you would check the box in the "Read Only" column next to Closure. Alternatively, if you would like the user to be able to add or edit closures, you would check the box in the "Read Write" column next to Closure.





Enable/Disable a User: Select this icon to enable or disable the user's access to the system.