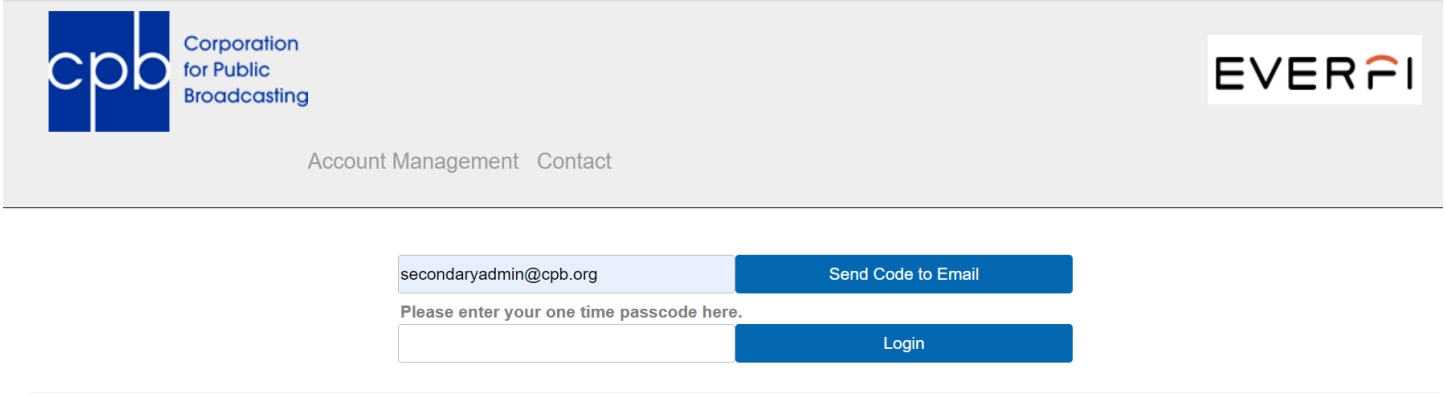
Using CPB's EVERFI Extension to Add, Edit and Deactivate Users
(For Training Administrators Only)

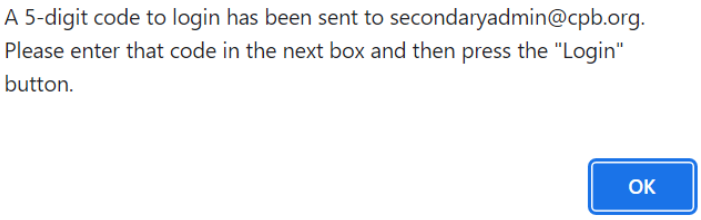
Adding or Deactivating New Users

CPB has created a extension that will allow secondary administrators to add, edit, and deactivate users in EVERFI.

To add and edit new individual users to the EVERFI system, please visit CPB's EVERFI extension site: **everfi.cpb.org** **and follow the instructions below.**



1. On the home page, you will enter in your email address (this must be the one you have used to register with EVERFI). You must also be a secondary administrator in order to access this extension. A five-digit code will be sent to you from (insert email address). This code should be entered in the second field, which will allow you to log in to see the current users we have for your station in EVERFI. **Please note: this code will only be available for one hour and can only be used once.**



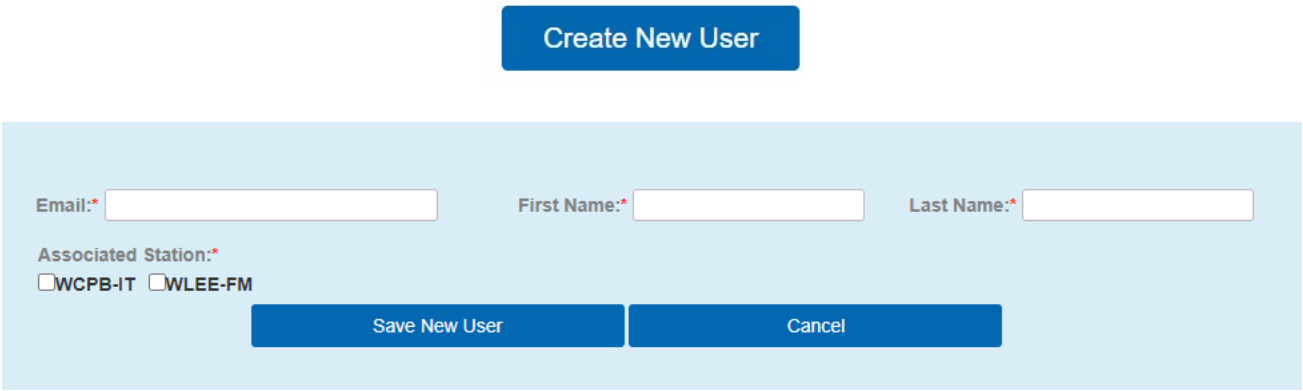
2. When you log in, you will see a list of all users that are currently in EVERFI for your station (both active and inactive) **If your users are active in EVERFI, the Active column below will read "True." If users have already been deactivated, the Active column below will read "False."** You can also click each of the individual headers to sort them alphabetically.

Please select the item you wish to edit below or press the Create New User button above.

Results: 13

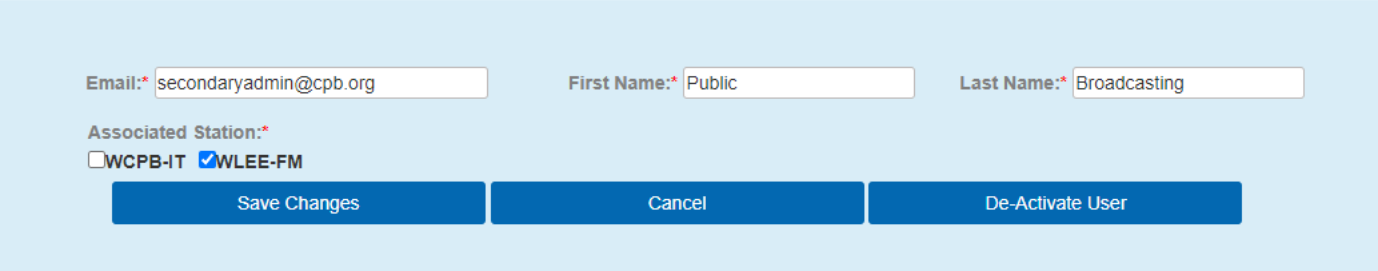
Email	First	Last	Call Letters	Active
ithelpdesk@cpb.org	liam	helpdesk1	WCPB-IT	True
secondaryadmin@cpb.org	Public	Broadcasting	WLEE-FM	True
testbd@cpb.org	first	last	WLEE-FM	True
secondaryadmin21@cpb.org	CPB Everfi	Secondary	WLEE-FM	True
ithelpdesk1@cpb.org	test23	bd23	WLEE-FM	True
learner3@cpb.org	Alexis	CPB	WLEE-FM	True

3. To **add new users**, select the "Create New User" button on the lefthand side of the screen. The below box will pop up to allow you to enter the user's first name, last name, and email address. You will also mark the station that the user is associated with. The list of stations shown will only be the ones that you have access to as secondary administrator.



4. To **edit, deactivate, or reactivate users**, you will click the specific user's name in your station's list on the homepage of the interface. From there, the box below will pop up and allow you to make any necessary changes. **Please note: if you change the email address for a user, you must inform the user of the change as they use this address to log into EVERFI. They will not get an automatic email from EVERFI.**

   Also, you cannot change an existing user's account for a new user. If a new user is being added, you must "Create New User" to avoid potentially altering training records in EVERFI.



Please note that the EVERFI platform (https://admin.fifoundry.net/corporation_for_public_broadcasting/sign_in) is separate from CPB's extension site. The EVERFI platform will still have to be used to access your training assignment and your station's training progress report.

Changes made in this extension will automatically show in EVERFI's platform. **If a user needs to be updated or removed as a secondary administrator, please contact trainingcsg@cpb.org for assistance.**