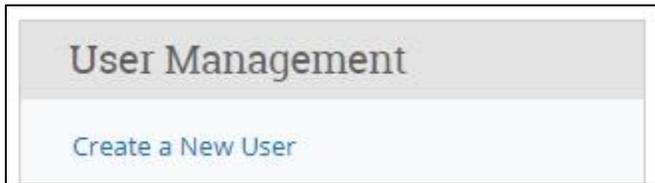
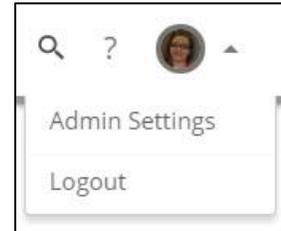


CardSmart Training

How to Create a CardSmart User

1. Click the arrow to the right of your photo icon in the top right of the screen and then click “Admin Settings.”
2. Click “Create a New User” in the “User Management” box.



3. Enter “Login Information” and “Contact Information” and “Profile Picture” (from Peoplesoft Student Photo) if applicable. In the “Roles” box, click the down arrow to expand the box. Select “Student.” Select “Create User” at the bottom of the page when finished.

Add A New User

Login Information Contact Information Profile Picture Student Information

User Login
test01@louisville.edu

First Name
Test

Last Name
Student

Email Address
test01@louisville.edu

Primary ID
1251014

Alternate ID
test01

SSO ID

Personal Identification Number

Create User

Add A New User

Login Information Contact Information Profile Picture Student Information

Home Phone
555-555-5555

Cell Phone
111-111-1111

Text messages can be sent to this user.

Work Phone?

Enable email privacy protection.?

Add A New User

Login Information Contact Information Profile Picture Student Information

Classification
Freshman

Overall GPA

Term GPA

Study Hall Required
Hours

Study Hall Required
Minutes

Race

Gender
Unspecified

Add A New User

Login Information Contact Information Profile Picture Student Information

[Profile picture goes here.]
Profile Picture?
Choose File No file chosen

Note: Photo must be at least 314px wide and will be cropped to 314px x 314px

Roles

A role provides a user with a default set of permissions based on their function(s).

- Administration (Contact support@gradesfirst.com before modifying)
- Advisor_ACA
- Career Coach
- Coach
- EAB_Advising_Center_Director
- EAB_Advising_Faculty
- EAB_Advising_Peer
- EAB_Advising_Professional
- EAB_Career_Advisor
- EAB_Career_Coordinator
- EAB_Career_Director
- EAB_Frontdesk_Advisor
- EAB_Frontdesk_Low_Access
- EAB_Institution_Admin
- EAB_Support_Staff_Advisor
- EAB_Support_Staff_Coordinator
- EAB_Support_Staff_Director
- EAB_Tutor_Coordinator
- EAB_Tutor_Director
- Facility Administrator
- Peer Mentor
- Professor
- Student
- Student Appointment_ACA