

I've been set as the Program Administrator – what does that mean?

As the Program Administrator, you set and control who has access to EA scores at your school. You can add users, assign programs, remove programs, and revoke access from your administrative dashboard without having to reach out to your GMAC representative or contacting Customer Care.

How do I add a user?

From the main page of the score reporting dashboard:

- 1) Select on **your name** in the top right-hand of the dashboard to open your profile.
- 2) In the User Profile, the Admin section is displayed. Select **Edit** to open the Manage Users page.
- 3) From the Manage Users page, select **Add New User**.
- 4) In the Add New User pop-up dialog, enter the full email address of the school staff you want to add, then select **Search**.
- 5) If the user has a gmac.com account, they are displayed in the results. If no results are found, then the school staff member in question does not have a gmac.com account and needs to create one. You cannot add users that are outside of your business school.
- 6) To add the new user and assign programs, select the new user, at which point they are added to the list of staff.
- 7) Next, select **Edit** next to the new user's name to assign a program(s). In the Program Management pop-up, select the programs you want that user to be able to access and select **Apply**.

Can I remove a user from accessing a program?

Yes, you can remove/add programs from users at any time. Simply navigate to the Manage Users, select **Edit** for the user you want to change. From there, add or remove programs as needed.

Do users get an email when they have been added to the score reporting tool?

At this time, users do not receive an email when they have been added as a user, nor do they receive a notification (email) when changes have been made to their program assignment. As an administrator, you need to notify new users.