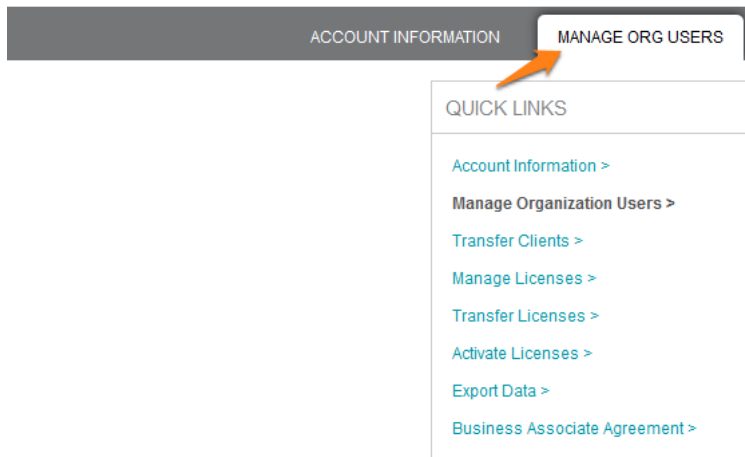


Title: WPS Online Evaluation System - Organization Manager Functions

Description: How to edit permissions, deactivate, or remove existing users from the account on the Online Evaluation System.

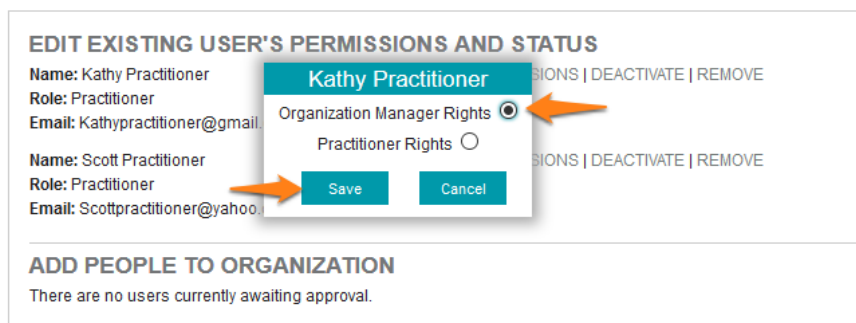
Instructions

1. Login to the Online Evaluation System at <http://platform.wpspublish.com>
2. Click into **My Account**
3. Click into the second tab **Manage Org Users**



4. This tab shows all users who are registered in your organization and allows you to edit permissions, deactivate, or remove existing users. As a manager, you can give organization manager rights to any other user by clicking **Edit Permissions**, selecting **Organization Manager Rights**, and clicking **Save**.

Manage Organization Users



5. If you have any trouble, please call WPS Technical Support at 1-800-648-8857 or 424-201-8800 or email us at support@wpspublish.com.