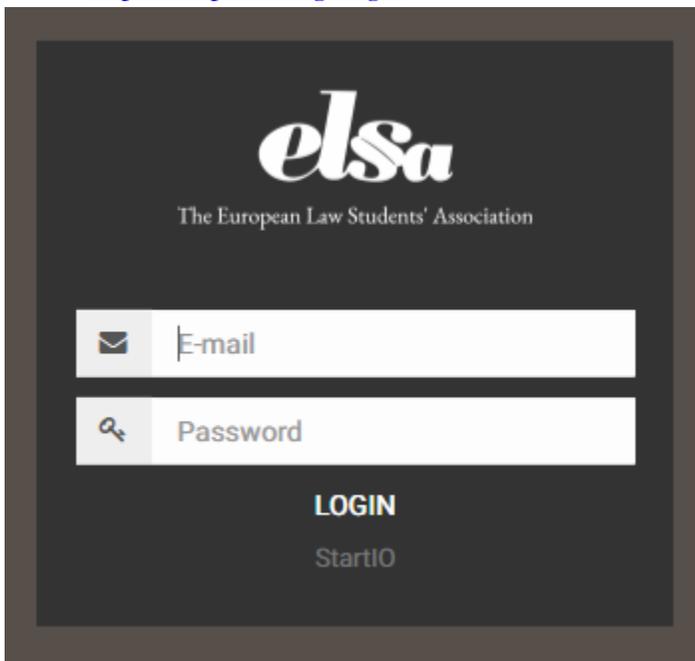


How to add and edit Local Group's account Manual

Dear National STEP Officers,

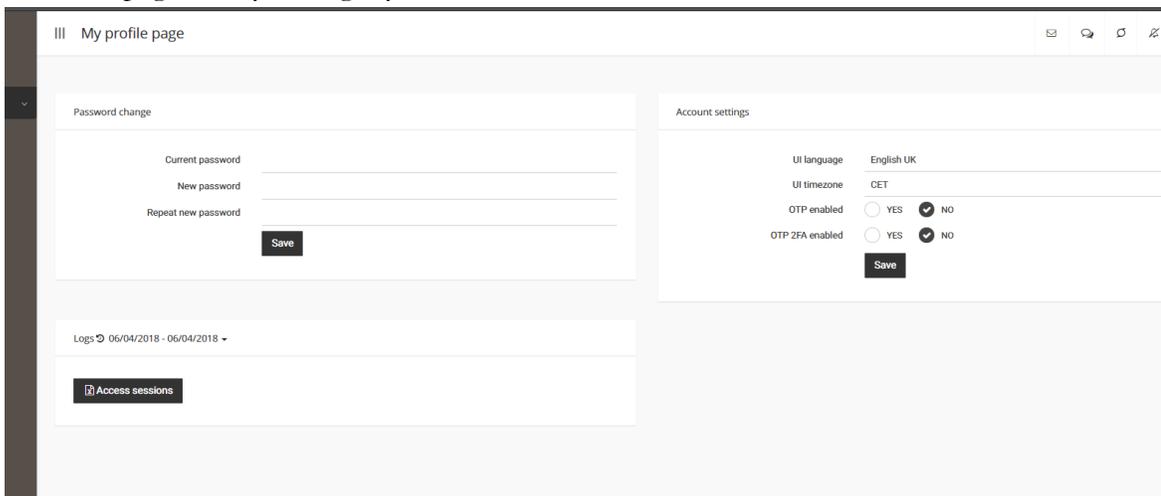
Please, follow the guidelines below in order to enter your internal interface and be able to add or edit Local Group's account.

1. Every National STEP Officer should have received their login information for the STEP Internal Interface during transition. If you do NOT have your login information, send an e-mail to step@elsa.org.
2. Go to <http://step.elsa.org/login> and enter the back-office by filling in your credentials:



The screenshot shows the login page for the European Law Students' Association (elsa). The page has a dark background with the elsa logo and the text "The European Law Students' Association". Below the logo, there are two input fields: "E-mail" and "Password". A "LOGIN" button is centered below the fields, and the text "StartIO" is visible at the bottom.

3. As a first page after your login you shall see the Dashboard.



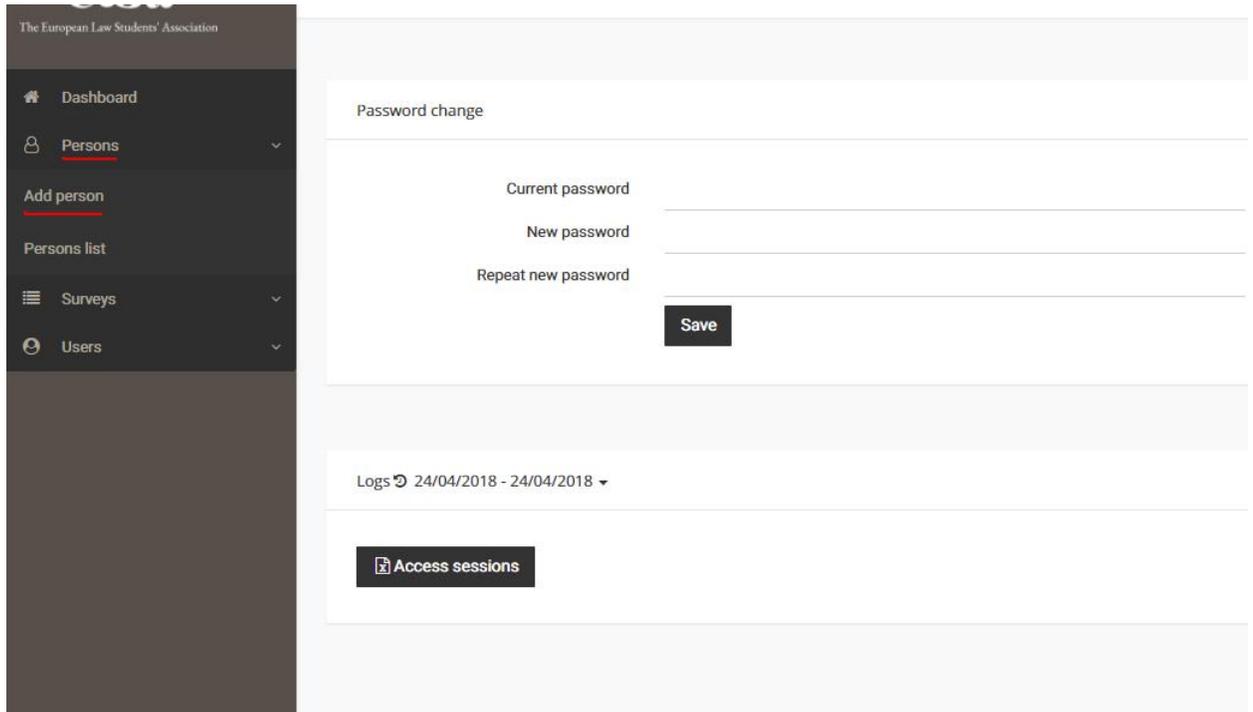
The screenshot shows the "My profile page" dashboard. The page is divided into several sections:

- Password change:** Includes fields for "Current password", "New password", and "Repeat new password", with a "Save" button.
- Account settings:** Includes options for "UI language" (English UK), "UI timezone" (CET), "OTP enabled" (radio buttons for YES and NO, with NO selected), and "OTP 2FA enabled" (radio buttons for YES and NO, with NO selected). A "Save" button is at the bottom.
- Logs:** Shows a date range "06/04/2018 - 06/04/2018" and an "Access sessions" button.

Adding a Local Group

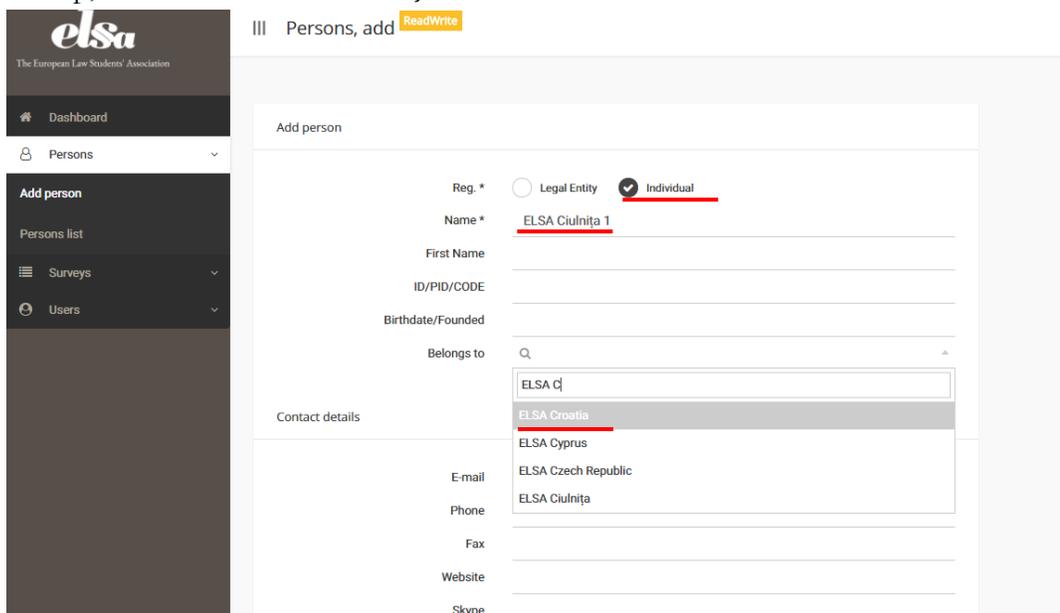
We have created *ad hoc* the National Group called 'ELSA Ciulnița', and we will attempt to put into the system the Local Group named 'ELSA Ciulnița 1'.

1. On the left side you have the menu called 'Persons'. Press on 'Add person', which is underneath



The screenshot shows the 'Add person' form in the ELSA system. The left sidebar contains the following menu items: Dashboard, Persons (selected), Add person (highlighted), Persons list, Surveys, and Users. The main form area is titled 'Add person' and contains a 'Password change' section with three input fields: 'Current password', 'New password', and 'Repeat new password'. A 'Save' button is located below these fields. Below the password change section is a 'Logs' section for the date range '24/04/2018 - 24/04/2018' with an 'Access sessions' button.

2. Select 'Individual' in the 'Reg.' section, write the name of the Local Group in the 'Name' field, and in the section 'Belongs to' look for and select the name of your National Group, in this case 'ELSA Ciulnița'



The screenshot shows the 'Add person' form in the ELSA system. The left sidebar contains the following menu items: Dashboard, Persons (selected), Add person (highlighted), Persons list, Surveys, and Users. The main form area is titled 'Add person' and contains a 'Reg.' section with two radio buttons: 'Legal Entity' and 'Individual' (selected). The 'Name' field contains 'ELSA Ciulnița 1'. The 'Belongs to' section shows a dropdown menu with 'ELSA Ciulnița' selected. The 'Contact details' section is empty.

-go to the bottom of the page and save after you're done

sa
Students' Association

ard

Birthdate/Founded

Belongs to

Contact details

E-mail

Phone

Fax

Website

Skype

Personal E-mail

Personal Phone

Other details

Fiscal ID

ID Card

Job title

Department

Obs.

Save

3. Next press on the dropdown 'Users' on the left side, then on 'Add user'

elsa
The European Law Students' Association

Accounts » create ReadWrite

Profile

E-mail (u)

Acc

Grc

Access

Sta

UI

Dashboard

Persons

Surveys

Users

Add user

Users list

- Please read the following instructions carefully and follow them exactly, they are important for the system to work properly:
 - fill in a chosen e-mail
 - choose a password, it must respect the requirements specified underneath
 - select your country, afterwards the city where the Local Group is active
 - at the 'Group Admin' section choose 'No'
 - at the 'UI Language' choose 'English UK'
 - at the 'UI Timezone' search for and choose CET
 - at the 'Belongs to' section search for and choose the name of the Local Group

Profile

E-mail (username) *

Password *

password must have 8 to 40 characters length, at least one lowercase, one uppercase, one number, one special character @ # ! \$ % _ * ~ .

Country Select country

City Select city

Access Level * Local Group

Group admin * YES NO

Access level type * Group Individual

Start Module * Profile page

UI Language * Română

UI Timezone * Africa/Abidjan

Active account * YES NO

Person * Q

Save

It should look similar to:

Profile

E-mail (username) * mail@ci.elsa.org

Password * Password@123

password must have 8 to 40 characters length, at least one lowercase, one uppercase, one number, one special character @ # ! \$ % _ * ~ .

Country Afghanistan x

City Herat x

Access Level * Local Group

Group admin * YES NO

Access level type * Group Individual

Start Module * Profile page

UI Language * English UK

UI Timezone * Africa/Abidjan

Active account * YES NO

Person * Q

ELSA Ci

ELSA Ciulnița

VP STEP ELSA Ciulnița

ELSA Ciulnița 1

- Click 'Save'

Updating your account or the account of Local Groups

1. Go to the dropdown 'Users', then press on 'Users list'

The screenshot shows the 'Users list' page. On the left, there is a sidebar with a dropdown menu for 'Users' which is currently open, showing 'Users list' as the selected option. The main content area displays a table of users. The table has columns for user details, email, role, group, and last login. The first few rows are:

	Name	Email	Role	Group	Last Login
<input type="checkbox"/>	Andrei D.	it@elsa.org	SysAdmin		24/04/2018 9:36:28 PM
<input type="checkbox"/>	Andrei D.	andrew.dumbrava@yahoo.com	SysAdmin		16/03/2018 11:40:29 AM
<input type="checkbox"/>	CAMSCAPE IT DEMO	demo@camscape.net	National Group	ELSA HQ/ELSA France	20/04/2018 4:25:52 PM
<input type="checkbox"/>	Cristian MANTEA	cristian.mantea@camscape.ro	SysAdmin	CAMSCAPE SERVICES SRL	
<input type="checkbox"/>	Cătălin TICLEANU	catalin.ticleanu@camscape.ro	SysAdmin	CAMSCAPE SERVICES SRL	24/04/2018 4:21:40 PM
<input type="checkbox"/>	ELSA Aalborg	elsa-aalborg@elsa.org	Local Group	ELSA HQ/ELSA Denmark	20/04/2018 10:33:35 AM
<input type="checkbox"/>	ELSA Aarhus	elsa-aarhus@elsa.org	Local Group	ELSA HQ/ELSA Denmark	05/04/2018 9:53:25 PM
<input type="checkbox"/>	ELSA Aberdeen	elsa-aberdeen@elsa.org	Local Group	ELSA HQ/ELSA United Kingdom	05/04/2018 10:13:35 PM
<input type="checkbox"/>	ELSA Aix-Marseille	elsa-aix-marseille@elsa.org	Local Group	ELSA HQ/ELSA France	
<input type="checkbox"/>	ELSA Alicante	elsa-alicante@elsa.org	Local Group	ELSA HQ/ELSA Spain	18/04/2018 4:50:19 PM

2. Search for your account or for the account of the Local Group by its email address. Press on the 'Edit' button

The screenshot shows the 'Users list' page with a search filter applied. The search bar contains 'mail@ci.elsa.org'. The table shows one result:

	Name	Email	Role	Group
<input type="checkbox"/>	ELSA Ciulnița 1	mail@ci.elsa.org	Local Group	ELSA HQ/ELSA France

3. Don't forget to click 'Save'!

The screenshot shows the 'Profile' page for the user 'ELSA Ciulnița 1'. The page contains the following fields:

- E-mail (username) *: mail@ci.elsa.org
- Password: (password must have 8 to 40 characters length, at least one lowercase, one uppercase, one number, one special character @ # ! \$ % _ * - .)
- Country: Afghanistan
- City: Herat
- Access Level *: Local Group
- Group admin *: YES NO (NO is selected)
- Access level type *: Group Individual (Group is selected)
- Start Module *: Profile page
- UI Language *: English UK
- UI Timezone *: CET
- Active account *: YES NO (YES is selected)
- Person *: ELSA Ciulnița 1

The 'Save' button is highlighted in red.