Managing Users in the Technology Plan Builder

The Technology Plan Builder (TPB) allows multiple users to collaborate on a Technology Plan. In order to do this, a plan must first be created. After creating a plan, a user can add other users to the Technology Plan. Users can have editing rights or can be limited to commenting or just viewing rights.

From the Plan Index, Select “Manage Users”

From the Manage Users screen, you can add users who already have TPB accounts and users who have never used the TPB

Click on “New User”

Fill in the New User E-Mail address, Name, Editing rights, and Position

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When all fields are entered, click “Add User”

New User to TPB
If the user being added is new to TPB, an e-mail message from webmaster@lacoe.edu is sent to the New User

The E-Mail message will note the new User Name and a “temporary” Password

The New User follows the link in the E-Mail message to the TPB Site and clicks on “Edit an Existing Plan”
The New User is asked to log in with the User Name and Temporary Password provided in the E-Mail message.

Make sure to put in the full E-Mail address. Don't rely on your browser to put in the correct E-Mail address for you.

The New User will be asked to change their password from the temporary password.
After changing the password, the New User will be asked to log in with their new password.

The New User will be taken to the Plan Index page.

The New User is now listed in the Manage Users section.
Existing User to TPB
If the user being added is an existing TPB user, the person adding the user will be notified when they add the user to their Technology Plan. TPB uses the name and position information already found in the system.

The existing user that was added to the Tech Plan receives an e-mail message informing them that they have been added to a plan.

You can change the user’s Edit rights or Delete the user from the plan.
From here you can change the Edit rights of the user

Click “Update User” when finished editing the user