

User administration guide

Sectra Education Portal



SECTRA

Knowledge and passion

Index

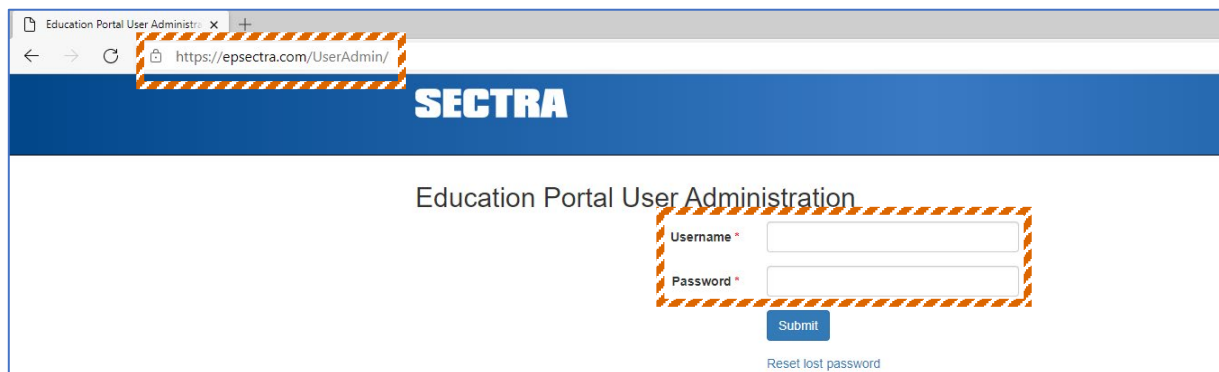
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1. What is the user administration tool?

Sectra Education Portal user administration tool is a web-based tool created to ease the administration of Sectra Education Portal accounts. With this tool you can create accounts, change passwords, and manage users.

2. Access to user administration

The tool can be accessed from this link: <https://epsectra.com/UserAdmin/>. You need to have an administrative account to be able to access it. Once you are logged in, you can proceed to use the tool.



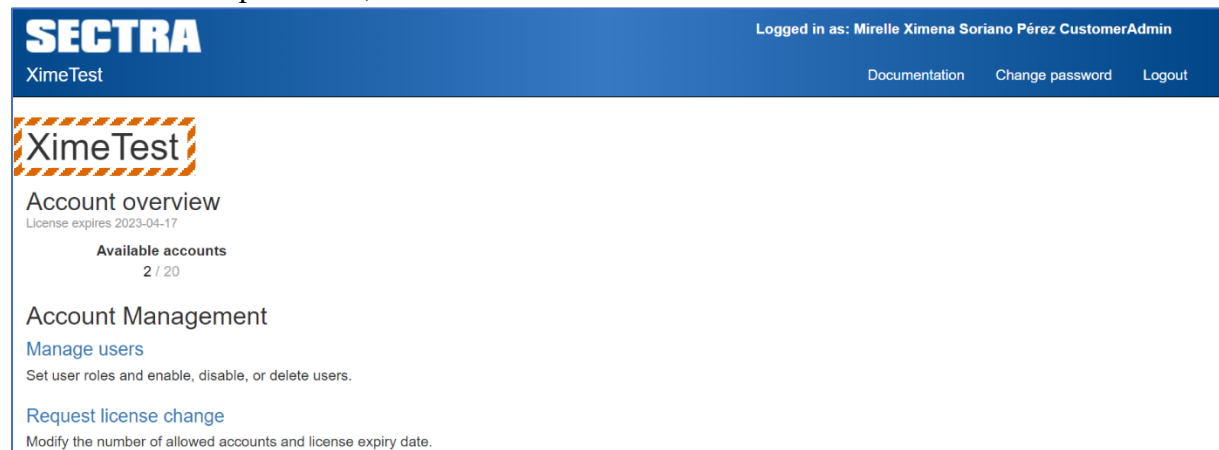
2.1 Main screen

This is where you find general information about your institution. You can:

- » see when the subscription expires,
- » see the number of available accounts,
- » create accounts, and
- » change passwords.

It is also possible to manage users and request license changes in this tool.

Note: In the example below, XimeTest is the name of the institution.



3. Create accounts

3.1 Create an editor account (previously called teacher account)

Fill in all the required information, click submit, and the person will get notified at the submitted email address. Passwords will not be included in this email. Therefore, as an administrator, you will need to communicate the password to the person by other means.

The screenshot shows the SECTRA web interface. At the top, the logo 'SECTRA' is on the left, and 'Logged in as: Ximena Soriano SectraAdministrator' is on the right. Below the logo is a navigation bar with 'Home', 'Order History', 'Documentation', 'Change password', and 'Logout'. The main content area has a '< Back' button and the title 'Create Editor Account'. Below the title, it says 'Fields marked with * are required.' The form includes input fields for 'Title', 'First Name *', 'Last Name *', 'Email *', 'Phone number', 'Password *', and 'Password (again) *'. A blue 'Submit' button is at the bottom. A note states: 'Password must be at least 8 characters and consist of at least three of the types upper case letters, lower case letters, digits and special characters. First and last name is not allowed as part of the password.' At the bottom of the page, there is a link 'Looking for Education Portal Login? - Click here.' and a copyright notice '© 2021 - Sectra. All Rights Reserved'.

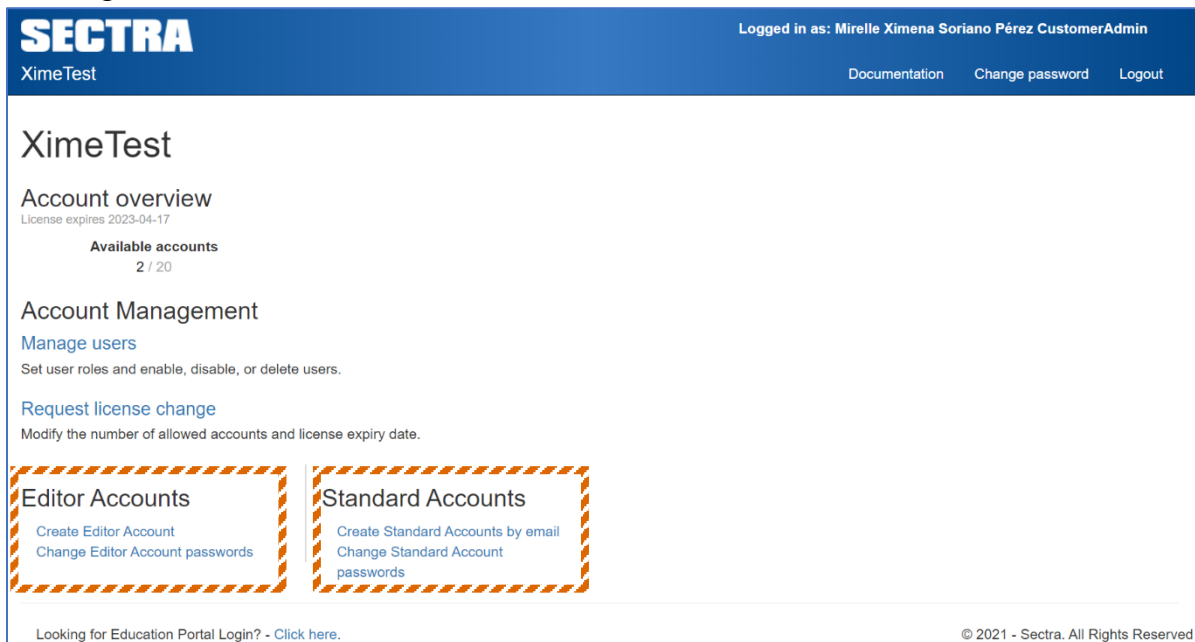
3.2 Create a standard account (previously called student account)

Create any number of standard accounts by entering all the email addresses, separated by commas, into the text field. An email will be sent to each person with instructions on how to create an account.

The screenshot shows the SECTRA web interface. At the top, the logo 'SECTRA' is on the left, and 'Logged in as: Ximena Soriano SectraAdministrator' is on the right. Below the logo is a navigation bar with 'Home', 'Order History', 'Documentation', 'Change password', and 'Logout'. The main content area has a '< Back' button and the title 'Create Standard Accounts by email'. Below the title, it says 'Please enter any number of e-mail addresses in the box below. The e-mail addresses must be separated by commas !!'. There is a large text input field containing the example text 'Example1@mail.com, Example2@mail.com, Example3@mail.com'. A blue 'Submit' button is at the bottom. At the bottom of the page, there is a link 'Looking for Education Portal Login? - Click here.' and a copyright notice '© 2021 - Sectra. All Rights Reserved'.

4. Change password

As an administrator, you can change the password for all accounts. Select change account password for the type of account you want to change, e.g. editor or standard. Then continue by selecting the accounts you want to change the passwords for. You can choose to generate passwords for the selected accounts, or to enter a password that will be applied to all selected accounts. If the password change is successful, a list of usernames together with passwords will be generated to use for distribution.



The screenshot shows the Sectra XimeTest user management interface. At the top, there is a blue header with the Sectra logo on the left and the text "Logged in as: Mirelle Ximena Soriano Pérez CustomerAdmin" on the right. Below the logo, the text "XimeTest" is displayed. On the right side of the header, there are links for "Documentation", "Change password", and "Logout".

The main content area is titled "XimeTest" and includes the following sections:

- Account overview**: License expires 2023-04-17. Available accounts: 2 / 20.
- Account Management**:
 - [Manage users](#): Set user roles and enable, disable, or delete users.
 - [Request license change](#): Modify the number of allowed accounts and license expiry date.
- Editor Accounts**:
 - [Create Editor Account](#)
 - [Change Editor Account passwords](#)
- Standard Accounts**:
 - [Create Standard Accounts by email](#)
 - [Change Standard Account passwords](#)

At the bottom of the page, there is a footer with the text "Looking for Education Portal Login? - [Click here.](#)" on the left and "© 2021 - Sectra. All Rights Reserved" on the right.

5. Manage users

This page allows you to handle existing users. By clicking on manage users you will be able to see the current users categorized in editors, standard, administrators and manually created groups. Creating groups can make the managing of users clearer. At the bottom of the page, you can see the status of the user creation emails.

Note: If you have reached the maximum number of allowed accounts, the change will not be permitted.

SECTRA Logged in as: Mirelle Ximena Soriano Pérez CustomerAdmin

XimeTest Documentation Change password Logout

[< Back](#)

Manage users

Set user roles and enable, disable, or delete users.

User statistics

Available accounts
2 / 20

All users

[Delete](#) [Assign to groups](#)

<input type="checkbox"/>	Administrators	
<input type="checkbox"/>	Editor	
<input type="checkbox"/>	Histology	
<input type="checkbox"/>	No Role Assigned	
<input type="checkbox"/>	Pathology	
<input type="checkbox"/>	Standard	
<input type="checkbox"/>	Test 1	
+ Create Group		

User creation mails

Email	Mail status	Has expired?	
simon.staahl.nielsen@gmail.com	Sent	Yes	

[Looking for Education Portal Login? - Click here.](#) © 2021 - Sectra. All Rights Reserved

5.1 Enable and disable users

If the enabled checkbox is ticked, the user will be able to log on to Sectra Education Portal. The same principle applies to the user administration tool. This means that the customer admin checkbox must be ticked if a user should have this access.

The screenshot shows the 'All users' interface. At the top, there are buttons for 'Delete' and 'Assign to groups'. Below this is a list of user groups: Administrators, Anatomy fall 2021, Editor, Histology, No Role Assigned, and Standard. Below the groups, there is a table of individual users. The 'Enabled' column has checkboxes for PTXTS1, PTXTS2, PTXTS3, and PTXTS4, all of which are checked. The 'Customer Admin' column has checkboxes for the same four users, all of which are unchecked. A dashed orange box highlights the 'Enabled' and 'Customer Admin' columns for the PTXTS1-4 users.

	Enabled	Customer Admin	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Standard
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Standard
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Standard
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Standard

5.2 Create a customer administrator

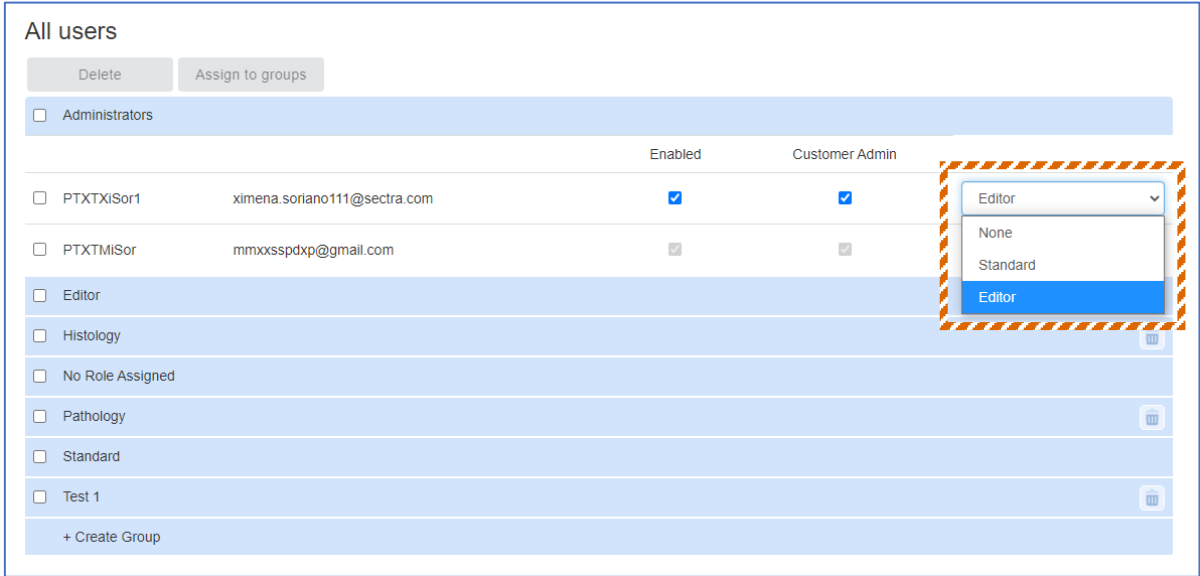
You can add or remove the customer admin role for any user account. Accounts added as customer administrators will be able to access the user administration tool with their Sectra Education Portal credentials. We recommend that you select only two (2) accounts with administration rights.

The screenshot shows the 'All users' interface. At the top, there are buttons for 'Delete' and 'Assign to groups'. Below this is a list of user groups: Administrators, Anatomy fall 2021, Editor, Histology, No Role Assigned, and Standard. Below the groups, there is a table of individual users. The 'Enabled' column has checkboxes for PTXTXISor1, PTXTS1, and PTXTS2, all of which are checked. The 'Customer Admin' column has checkboxes for PTXTXISor1, PTXTS1, and PTXTS2, all of which are checked. A dashed orange box highlights the 'Customer Admin' column for PTXTXISor1, PTXTS1, and PTXTS2. The user PTXTXISor1 has the email ximena.soriano111@sectra.com and a role of Editor.

	Enabled	Customer Admin	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Editor
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Standard
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Standard

5.3 Change user roles

You can change the type of account for each user in the drop-down menu each. This is only possible if you have available accounts in that specific category. For example, a standard account can be changed to an editor account.



5.4 Delete users accounts

Click the checkbox in the delete column for each user you want to delete, then click the delete button found above the list of users. You can select several users at the same time by clicking the check box next to every account.

Warning: Deleted accounts cannot be reverted!

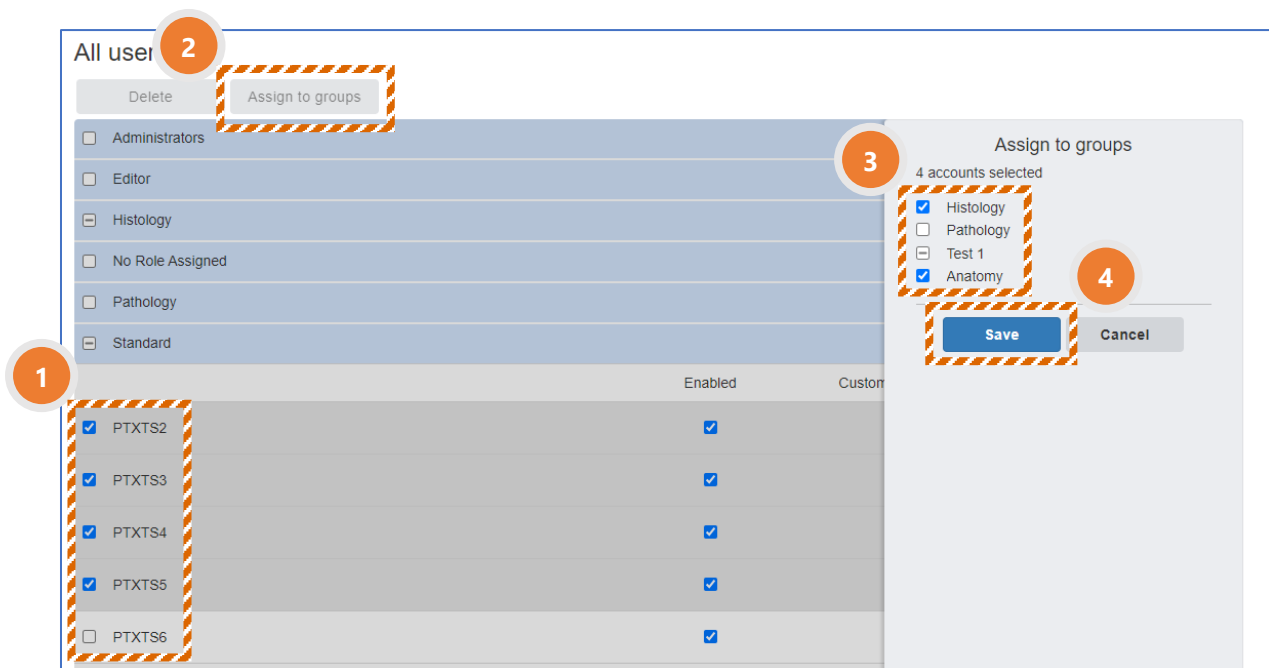
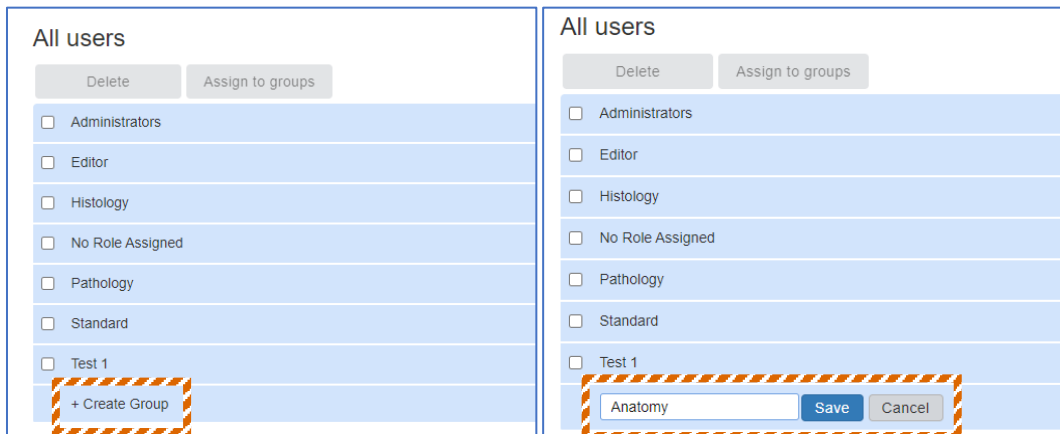
The screenshot shows the Sectra user management interface. At the top, there is a confirmation dialog box with the text: "epsectra.com says Are you sure you want to delete users? This action cannot be undone." The dialog has "OK" and "Cancel" buttons. A red circle with the number "3" is placed over the dialog. Below the dialog, the "Delete" button in the "All users" section is highlighted with a red dashed box and a red circle with the number "2". The "All users" section contains a table of users. The first table shows users with roles "Administrators", "Editor", "Histology", "No Role Assigned", "Pathology", and "Standard". The second table shows users with roles "Standard". The "PTXTS2" user in the second table is highlighted with a red dashed box and a red circle with the number "1".

	Enabled	Customer Admin
<input type="checkbox"/> Administrators		
<input type="checkbox"/> PTXTXISor1 ximena.soriano111@sectra.com	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/> PTXTMISor mmxxspdxp@gmail.com	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/> Editor		
<input checked="" type="checkbox"/> Histology		
<input type="checkbox"/> No Role Assigned		
<input type="checkbox"/> Pathology		
<input checked="" type="checkbox"/> PTXTS2	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> PTXTS3	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> PTXTS4	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> PTXTS5	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> PTXTS6	<input checked="" type="checkbox"/>	<input type="checkbox"/>

5.5 Groups

By default, accounts are added into one of the following groups: standard or editor. In addition to this, you can create your own groups so that the management of accounts becomes even easier.

You can create a group by clicking on create group, typing the preferred name of the group, and then clicking save. After this, you need to select the accounts you want to add and click on assign to groups. If you want to remove a user from a group, you simply untick the checkbox.



5.6 User creation mails

Here you can see a list of the emails that you have sent invitations to, to create standard accounts. You can see the mail status and if it has expired or not. The invitations expire after 30 days, but you can resend the invitation if needed. An active invite uses one spot in the available accounts.

The screenshot shows a user management interface. At the top, there is a section titled "All users" with two buttons: "Delete" and "Assign to groups". Below this is a list of user groups, each with a checkbox and a trash icon. The groups are: Administrators, Editor, Histology, No Role Assigned, Pathology, Standard, Test 1, and Anatomy. There is also a "+ Create Group" button at the bottom of the list.

Below the user groups is a section titled "User creation mails" which is highlighted with a dashed orange border. It contains a table with the following data:

Email	Mail status	Has expired?
simon.staahl.nielsen@gmail.com	Sent	Yes

At the bottom of the interface, there is a link: "Looking for Education Portal Login? - Click here." and a copyright notice: "© 2021 - Sectra. All Rights Reserved".

6. Request license change

If you would like to extend your subscription or add more accounts, contact your Sectra Education Portal representative.


7. Trouble shooting

7.1 Lost invites

In case an invitation email has not been delivered, it might be in the spam folder. You can also check if the email is in the user creation email list (section 5.6 of this guide). If they still cannot find it, you can resend the invite.

7.2 Forgotten passwords

As an administrator, you can re-set the password for all accounts belonging to your institution (section 4 of this guide). It is also possible for a user to reset the password by themselves. When a user creates an account, information is sent via e-mail including a re-set password link.



Welcome to Sectra Education Portal

You have been granted access to Sectra Education Portal, an interactive learning and teaching platform that uses real-life anatomy and clinical cases to develop critical thinking in medical education and training.

With your account, you can access the growing library of quality-assured cases based on real-life data from top institutions around the world.

To begin using Sectra Education Portal, click the link below and use the username: **GBNuEdEdi** and password defined in the account registration.


[Log on to Education Portal here>>](#)

If you have forgotten your password you can click here: [Reset password>>](#)

If you have problems with your account, please contact:

If you have any questions, please contact your local Sectra representative or the Sectra Education team at support@sectra.com.

Best regards,
The Sectra Education Team

 [CONTACT US >](#)

7.3 Lost the customer admin password

Log in with another administrator's user account. If you only have one (1) user administrator, contact support@sectra.com.

7.4 Miscellaneous

If you run into a problem not mentioned in this guide, contact support@sectra.com.

SECTRA

Knowledge and passion