

Promote a User

Common Buttons & Icons



Pencil icon

Promote a User

From the PASS Home screen:

1. Click **PromisePoint user list** under the **PromisePoint User Management** section.
2. Search for the user by entering the search parameters; then click **Search**.
3. Click the **Pencil** icon to the left of user's name.
4. Click **Edit Profile**.
5. Click the appropriate check box to promote the user.
6. Click **Save Changes**.