

## Update a Facilitator in PASS

### Common Buttons & Icons



### Activate a Facilitator

From the PASS interface:

1. Click **PromisePoint user list**.

**Note:** To search for all facilitators, you can use the Facilitators filter instead.

2. Click the **Status** drop-down arrow.
3. Click **All**.
4. Type the username in the **User Search** field.
5. Click **Search**.

**Note:** If the user displays in a gray bar it means the user is inactive.

6. Click the **Edit** icon for the appropriate user.
7. Click **Edit Profile**.
8. Select the **Active** check box.
9. Click **Save Changes**.
10. Click **Return to PromisePoint User List**.

**Note:** The gray bar should no longer display.