

11.6.6 Change User

From here, the administrator can directly login as any of the users created in the application for any organization except "ExamDeveloper Inc".

1. On accessing the **Change User** menu for the first time after installing the application, you are prompted to answer five of the several **Project Authorization questions** as seen below.

The screenshot shows a 'Project Authorization' window with a 'Help' link in the top right. The main text reads: 'Since this is your first time logging in, please provide responses to any five of the questions below. You will be asked one of these questions at random to verify your identity each time you log in. (Max length = 50 char.)'. Below this is a table with two columns: 'Questions' and 'Answers'. There are 15 rows of questions, each with a corresponding empty text input field. At the bottom of the form are 'Submit' and 'Cancel' buttons.

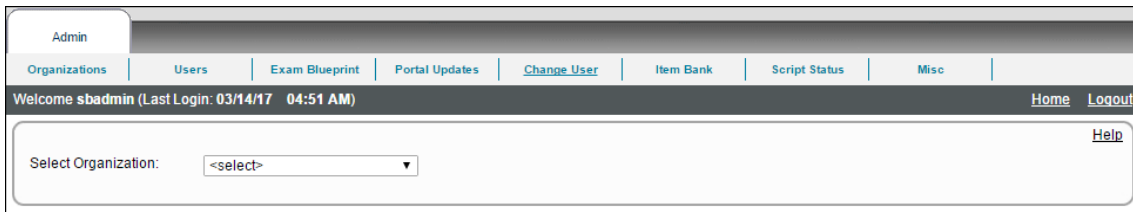
| Questions | Answers |
|---|----------------------|
| What is your father's middle name? | <input type="text"/> |
| What was the name of your first school? | <input type="text"/> |
| Who was your childhood hero? | <input type="text"/> |
| What is your favorite hobby? | <input type="text"/> |
| What is your all-time favorite sport? | <input type="text"/> |
| What was your high school mascot? | <input type="text"/> |
| What make was your first car or bike? | <input type="text"/> |
| Where did you first meet your spouse? | <input type="text"/> |
| What is your pet's name? | <input type="text"/> |
| What is your primary frequent flyer number? | <input type="text"/> |
| What was your first phone number? | <input type="text"/> |
| What was your first teacher's name? | <input type="text"/> |
| What is the name of your apartment block? | <input type="text"/> |
| What is your favourite food? | <input type="text"/> |
| What is your hair color? | <input type="text"/> |

2. On clicking the **Change User** menu later, you are prompted to answer the Project Authorization question. This is one of the answers you entered for the five questions when you logged in for the first time. If you do not remember the answers, then you can click the **Forgot Answer?** link at the bottom and enter your email address so that the answers are emailed to you.
3. Enter the answer in the Answer text box and click **Submit**. Clicking Cancel discards any changes and take you back to the **View** tab under **Organizations**.

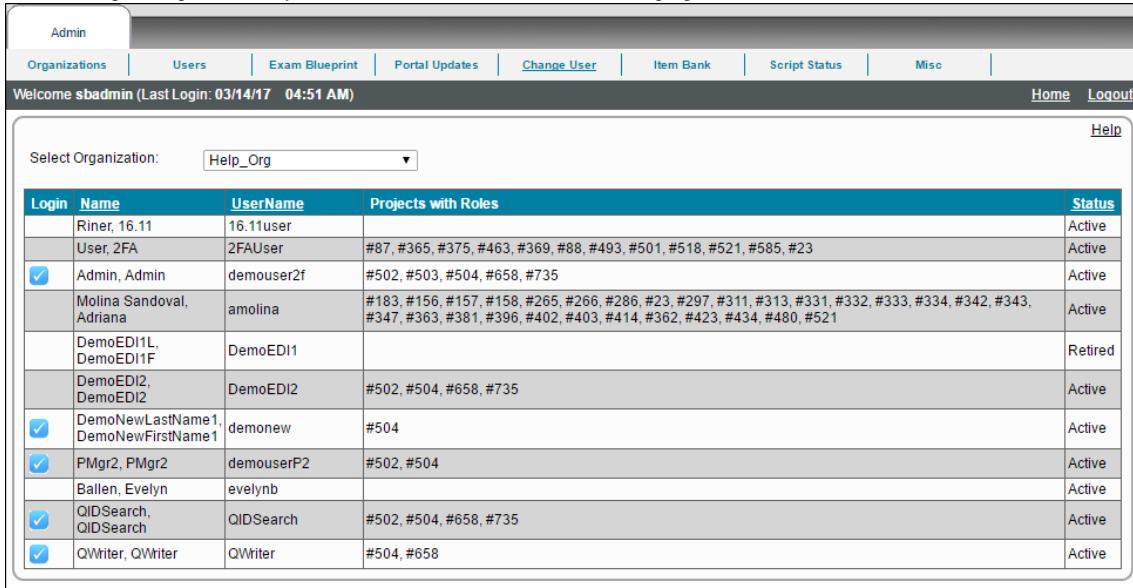
The screenshot shows a 'Project Authorization' window with a 'Help' link in the top right. The main text reads: 'In order to enter the system, you will need to recall the answer you gave to the question below the first time you logged in. If you do not remember your answer, type in your email address below and your answers will be mailed to you. Remember, answers are case-insensitive.' Below this is a 'Question: What is your favorite hobby?' followed by an 'Answer:' text box containing asterisks. To the right of the text box is a 'SHOW' button. At the bottom are 'Submit' and 'Cancel' buttons, and a [Forgot Answer?](#) link.

The entered answer is hidden in the form of asterisks replacing individual characters. Pressing the **SHOW** button at the end of the text box reveals the entered answer.

4. On correctly answering and clicking **OK**, you are prompted to select an organization from the **Select Organization** drop-down list.



5. On selecting an organization, you are able to view all the users belonging to it.



This table has the following features:

| Column | Description |
|--|---|
| <input checked="" type="checkbox"/> Login | Click <input checked="" type="checkbox"/> Login icon beside the user name to login as that user. i The login icon is not displayed for users belonging to the organization named ExamDeveloper Inc, so it is not possible to impersonate such users. |
| Name | Displays the name of the user (LastName, FirstName). |
| UserName | Displays the username of the user. |
| Projects with Roles | Displays the Project IDs assigned to the user. |
| Status | Displays the status of the user (Active/Retired) |