Managing Your Profile

Most of the information regarding your account can be found in the Manage Profile section. This section becomes available once you have logged in to an active account. Here we will provide you with an overview of the features available to you.

1. Log-in

When you first visit ignitorlabs.com, you will see three large squares on the home page. Click on the box labeled '**LogIn**' This will take you to the Login page. You will enter your user name and password and click the 'Login' button.

2. Locating the Manage Profile Section

The first page you will see when you log in, is your account home page. Look to the top menu bar and click on 'Manage Profile.'

3. Profile Information Tab

The default tab you see when the Manage Profile section loads is the Profile information tab. In this section you can edit your basic information, upload a profile image, change the theme colors of the site, edit your email, and change your password.

Edit Basic Information:

Click in any of the fields and type the information you wish to add or change. Once you are finished, click the 'Save Changes' button at the bottom of the section to lock in the new information. A pop-up message should appear letting you know that the information has been successfully updated. If you change your mind while editing your information, you can click 'Cancel' at the bottom of the section to revert back to the last saved information.

Edit Profile Image:

Click on the 'Choose File' button to browse for an image. The accepted file types are .jpg, or .png with a maximum image size of 500 pixels by 500 pixels, and a maximum file size of 2 MB. Once the image has been selected, you will see the file name listed next to the 'Choose File' button. Now click the 'Upload' button to update your profile image with the newly selected file. A confirmation pop-up will appear to let you know if the update was successful.

Edit Theme:

Click on the drop down menu next to 'Select Theme.' The available theme options will be listed. Click on a theme to automatically change the colors of the site to the new theme.

Edit Email Address:

Your current account email will be listed in the field. Click in the field to enter a new email address, then click the 'Update' button. A verification email will be sent to the new email address. You will need to click on the link in that email to verify the new email address. Only after you click on the link and are directed to the Verification Successful page, will the new email take effect. This will become your new log-in as well.

Edit Password:

Click on the 'Change Password' button to display the Change Password pop-up dialog box. Here you must enter the old password, the new password, and verify the new password by typing it again in the appropriate fields. Take not of the password restrictions as you choose a new password. Error messages will display to alert you to any problems as you type. Once the information is added to each field, the 'Update Password' button will become active. Clicking on it will save the password and a confirmation pop-up will display.

4. Subscription Tab

This section will list the status for all subscriptions currently assigned to your account. You can cancel subscription auto-renewal at any time by clicking on the 'Manage Auto-Renewal' button at the bottom of the window. This will display the column allowing you to cancel your subscription. You will not be able to edit the auto-renewal status of content purchased by another user and transferred or assigned to you. Only the original purchaser of the content can edit the auto-renewal status.

5. Groups Tab

There are three sections to this tab; **Active Groups**, **Join a Group**, and **Create a New Group**. Together they allow control and display information for various group functions. Some of these sections are only available for Admin or Owner users.

Active Groups:

This first section is available to all users. It will list all the groups this user account belongs to as well as a description and the role this account has within that group. It also contains a Details button for each group. Clicking on this button will display a pop-up window for the **Group Details**.

Group Details:

The contents of this window will differ depending on the user's role in that group. Regular users will only see the group name and description in the window. If the user is an Admin or Owner, the Group Details window will also display the **Invite New Member** section, **Group Access Code** section, and a listing of all users in that group along with their roles.

The group name is listed at the top with the group description field below it. The group name will not be editable by users of any role unless the group is a subgroup. Only Owner or Admin users can edit the name of a subgroup. Edit the name by clicking on it then click 'Save Details' below the description field to lock in the changes. Only Owner or Admin users can edit the details of any group. Edit the group details by clicking in the field anywhere, then click 'Save Details' below the description field to lock in the changes.

Invite New Member:

This section is only visible to an Owner or Admin user of the group. It allows you to invite other users to join your group. The users you invite must already have an active Ignitor Labs account. A notification with your invitation will be sent to the user which will appear in the Notifications tab of their Manage Profile page. An email will also be sent alerting them of the new notification. They can then accept or decline the invitation. Only one invitation may be sent at a time.

Group Access code:

This section is only visible to an Owner or Admin user of the group. A group access code may be used to invite one or more users to a group. To join the group, a user must have an active Ignitor Labs account. The user will enter this code in the 'Join a Group' section of the Groups tab on their Manage Profile page. This can be a helpful feature when inviting a large number of users to a group, because you can send out the code to as many people as you like. The current access code is displayed, and can be changed at any time by clicking in the field then clicking on the 'Submit' button to lock in the changes.

Group Members List:

This section is only visible to an Owner or Admin user of the group. It displays a list of all the members of the group, their roles in the group and an 'Edit' button. Clicking on the Edit button will display a pop-up window where that user's role can be changed, or the user can be removed from the group.

Join a Group:

This section is available to all users. It allows a user to enter a Group Access Code to join a group automatically. Simply enter a valid code in the field and click the 'Join' button. The user will see the new group added to their Active Groups list, and they will be added to the Group Members List.

Create a New Group:

This section is only visible to an Owner or Admin user of the group. The interface allows a subgroup to be created. Subgroups are always linked to the original groups. (For more information on groups, see the tutorial Overview: Groups and Roles.) To create a group, fill out the name of the group and a brief description, then click 'Submit.' You will be added to the new subgroup as the group Owner, and it will appear in your Active Groups list.

6. Notifications Tab

Here you will find any notifications sent to you through the Ignitor Labs platform. Group Invites will appear here. Each notification will display the Sender's name, a short message and the date it was sent. Group Invites will also display 'Accept' and 'Decline' buttons.

7. Transcripts Tab

This section displays scores for completed exams. It will display the name of the item, date completed and the score (if applicable). Click on the 'Download' button to receive a .csv file of this information.

For transcript data before March 1, 2016, refer to the **Archived Transcripts** section on the lower half of this tab. All previously recorded performance data collected before March 1, 2016 has been accumulated into a Archived Transcript and is available for download by clicking on the 'Download' button below this section.

8. Purchase Info Tab

This tab will only appear if the user account has made a purchase. This section allows the user to view purchase history or edit your saved payment and personal information.

9. Manager Tools Tab

This tab will only appear if the user account has the role of Owner or Admin in at least one group. It contains the Content Management tab and the Reports tab.

Content Management Tab:

This tab allows an Owner or Admin user to assign content to their subordinates (or themselves), or transfer content to another Owner or Admin for distribution. For more information, see the tutorial: Step-By-Step: Managers - Assigning Content.

Reports Tab:

This tab provides access to various reports that can be filtered using the provided search field. Reports can be viewed on the page, emailed, or downloaded in several common file formats.