

# Editing a Username

By default the username field is not editable:

Profile Lockers Vehicles Parking Payments History Incident History Jones, Martin (martonjones)

### Edit User Profile

--- Archive Type --- Archive User ?

#### Personal Information

☒ Allow user login and mark account as active

User Type: Full Time Staff

Locker User Type: Full Time Staff

Username: **martonjones**

Email Address: martin.jones@tomahawkku.com

Password:

Leave this blank to keep the existing password.

To begin, go to the System Config menu and click on System Settings.

System Config

- Manage Roles
- Edit Admin Users
- Manage Files
- System Settings
- Classic System Settings
- System Messaging
- Templates & Design **Beta**
- Disclaimers & Messaging
- Notice Literature
- Email Templates
- Email Headers & Footers
- Reset Database

Admin Dashboard

Welcome to OPS-COMmm

This version of ParkAdmin is licenced to \_\_\_\_\_

### Problems/Concerns

Report any problems or error messages immediately to \_\_\_\_\_ 0000h to 0200h. When required, these maintenance windows will be installed.

### Current Parking/Locker Semesters

Current semester is \_\_\_\_\_. Parking Permits for the \_\_\_\_\_ sale.

### Notice of Collection

All tickets not paid within 7 days of the date of the ticket will be transferred to the student account for payment through the business office.

Primary Contacts

Once populated, this will be a list of contacts that Tomahawk will use.

### Standard Plus Support from Tomahawk

Monday - Friday  
9:00 am - 5:00 pm

Email support at [support@ops-com.com](mailto:support@ops-com.com).

In-app chat support.

Status notification within 2 hours during working hours.

For information on submitting critical or urgent issues, please see our [wiki for more information](#).

From the resulting list of settings click on User Profile to edit it's settings.

## Manage System Settings



Components	
General System Settings	13
Alarms	5
Deposits	2
autoLogin	1
Collections	5
Forms	1
global	7
Incidents	1
Lightweight Directory Access Protocol	9
Lockers	7
License Plate Recognition	1
Payments	5
Permits	14
Security	17
Third Party	9
User Profile	25
Violations	15



From the list of settings look for Allow Username Edits.

**Important Note:** This setting can only be toggled by the OPS-COM Support team. Contact OPS-COM support to request changes to this setting.

User Profile	25
Violations	15

Driver's license display	<input type="checkbox"/> Hidden	<input checked="" type="checkbox"/> Visible	<input type="checkbox"/> Required
Student number display	<input type="checkbox"/> Hidden	<input type="checkbox"/> Visible	<input checked="" type="checkbox"/> Required
Permanent phone number display	<input type="checkbox"/> Hidden	<input checked="" type="checkbox"/> Visible	<input type="checkbox"/> Required
Student campus location display	<input type="checkbox"/> Hidden	<input checked="" type="checkbox"/> Visible	<input type="checkbox"/> Required
Employee number display	<input type="checkbox"/> Hidden	<input type="checkbox"/> Visible	<input checked="" type="checkbox"/> Required
Campus (staff) department display			
Campus (staff) phone display			
Pick Up At Parking Services			
Campus box display			
Campus location display			
Select how permits mailed display	<input type="checkbox"/> Hidden	<input checked="" type="checkbox"/> Visible	<input type="checkbox"/> Required
Allow Username Edits			
Extended Only User Profile			
Save Settings			



Click on the setting to select it.

Select how permits mailed display

- ☐ Campus location display
- ☒ Allow Username Edits
- ☐ Read Only User Profile
- ☐ Required

Save Settings

Once the setting is activated, as you can see below, the admin now has the ability to edit the username.

Profile Lockers Vehicles Parking Payments History Incident History Jones, Martin (martonjones)

### Edit User Profile

--- Archive Type --- Archive User ?

#### Personal Information

☒ Allow user login and mark account as active

? User Type: Full Time Staff

? Locker User Type: Full Time Staff

Username: martonjones

Email Address: martonjones@tomahawku.com

Password:

Leave this blank to keep the existing password.

Profile Lockers Vehicles Parking Payments History Incident History Jones, Martin (martonjones)

### Edit User Profile

--- Archive Type --- Archive User ?

#### Personal Information

☒ Allow user login and mark account as active

? User Type: Full Time Staff

? Locker User Type: Full Time Staff

Username: martonjones

Email Address: martonjones@tomahawku.com

Password:

Leave this blank to keep the existing password.

Revision #2

Created 15 May 2024 08:08:02

Updated 5 May 2025 09:49:14