

# 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.

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? Locker User Type: Full Time Staff

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Email Address: martonjones@tomahawku.com

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