**Unit 4520-219 User Profile Administration**

Assessment Criteria

**Outcome 1 Know how to assist in the administration of user profiles**

1. Explain the differences between different user types on a system
2. Describe with screen shots how to make changes to user profiles such as:
* user identifier (eg. username);
* password and related information (eg change frequency);
* allowed system access (eg times, locations)
* allowed access to facilities (eg data, software)

**Outcome 2 Be able to assist in the administration of user profiles**

1. Make a change to an existing user using 2 of the examples above and show how you did it