



# Adding Existing Users to *preLAS* Online

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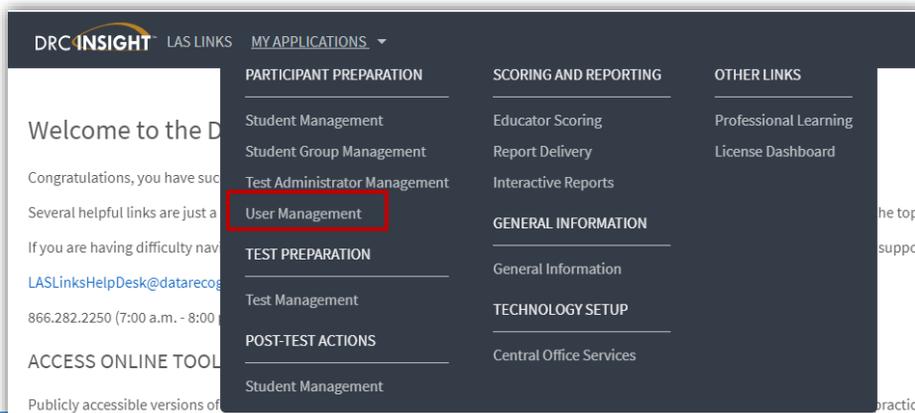
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## Adding Existing Users to *preLAS* Online



You can easily and quickly assign existing LAS Links Online Users to *preLAS* Online:

1. Click on MY APPLICATIONS >> User Management:



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## Adding Existing Users to *preLAS* Online



DRC INSIGHT LAS LINKS USER MANAGEMENT

Edit User Add Single User Upload Multiple Users

Filters are required Instructional Text if unsure how to filter

Administration LAS Links User Role (All) District Sales and Training Dist

School Care Quinn Sales and T First Name Last Name

Email

Find User Clear

Users Profiles

Last Name	First Name	Email
sample	sample	sample@sample.com
sample2	sample2	sample2@sample.com

Copy to New Administrations Assign Permissions Remove Permissions Assign Role Export

2. Choose LAS Links in the Administration drop down
3. Click Find User
4. Click on the Profiles tab
5. Choose the Users you want to associate to *preLAS* Online
6. Click Copy to New Administrations

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## Adding Existing Users to *preLAS* Online



7. Choose *preLAS* Online when prompted
8. Click Submit

Copy Profiles to New Administration

You are copying 1 user profile(s). If you are unsure which profiles you selected, press Cancel and review your choices on the previous screen.

Instructions

\* Indicates required fields

New Administration

LAS Links

preLAS Online

Submit Cancel

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## Support

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LAS Links Ordering Support  
800-538-9547 Option 2  
8:00a.m. – 4:30p.m. CST  
Email: [shelfcustomerservice@datarecognitioncorp.com](mailto:shelfcustomerservice@datarecognitioncorp.com)

LAS Links Technical Support  
866-282-2250 Option 2  
8:00a.m. – 4:30p.m. CST  
Email: [laslinkshelpdesk@datarecognitioncorp.com](mailto:laslinkshelpdesk@datarecognitioncorp.com)