Resend WBSCM Registration Email

User Administrators will use this procedure to correct the email address and resend the WBSCM "Action Required" registration email for a new user who did not receive the registration email.

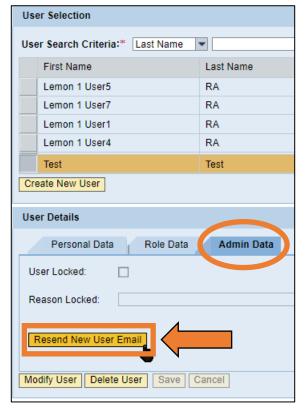
1 Correct User Email Address

- In WBSCM, select "Admin" tab.
 Select "Manage Users" on the left.
 In "User Selection", click an existing user.
 "User Details" panel appears with "Personal Data" tab displayed.
 In "Personal Data" click "Modify User".
 Enter the correct email address.
 Click "Save".
- Admin > Manage Users > Manage Users Maintain User Profile **User Selection** User Search Criteria:* Last Name Manage Users First Name Last Name User Security Report Lemon 1 User8 Create New User **User Details** Personal Data Role Data First Name: Lemon 1 User8 TXNTRN+Lemon1User8 Modify User Delete User

Continue to Column 2: **Resend Registration Email**

2 Resend Registration Email

- 1 Click on "Admin Data" tab.
- 2 | Click on "Resend New User Email".





Done!

Contact your ESC for technical assistance





Fraud Hotline: 1-866-5-FRAUD-4 or 1-866-537-2834 | P.O. Box 12847 | Austin, TX 78711 Toll Free: (877) TEX-MEAL | For the hearing impaired: (800) 735-2989 (TTY)

