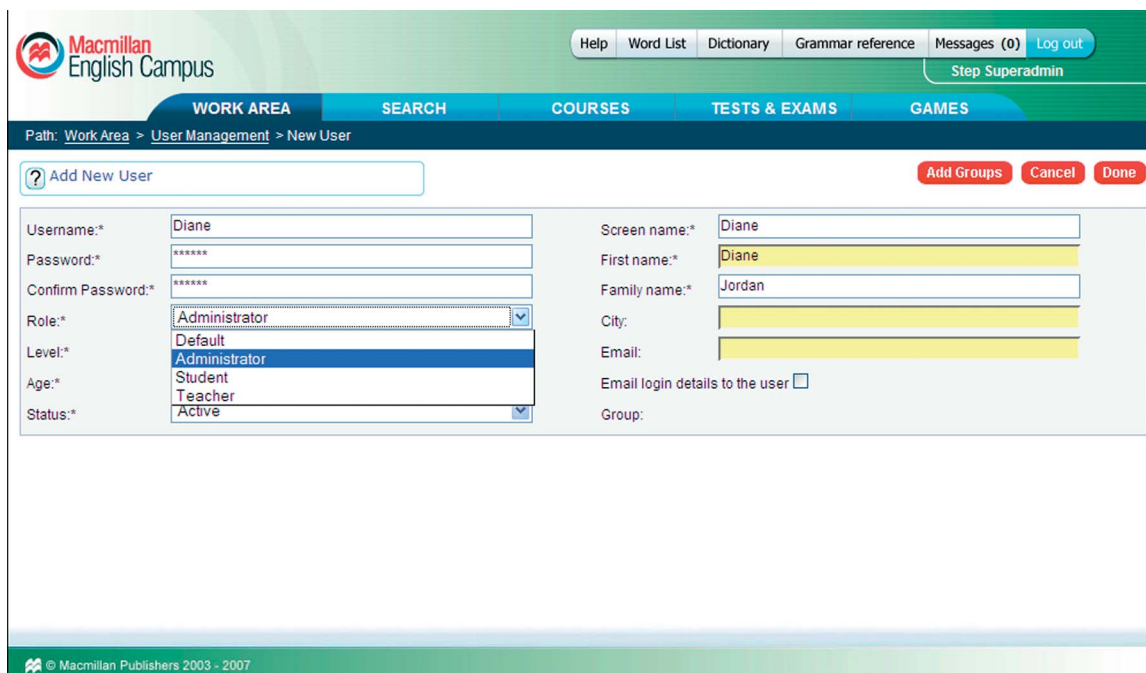


## SUPER ADMINISTRATORS

### The role of the Super Administrator

There is one Super Administrator for each MEC site and only the Super Administrator is able to create other MEC administrator IDs. This is done in the User Management area on the 'New user' screen as shown below.



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Help Word List Dictionary Grammar reference Messages (0) Log out  
Step Superadmin

WORK AREA SEARCH COURSES TESTS & EXAMS GAMES

Path: Work Area > User Management > New User

? Add New User Add Groups Cancel Done

Username:*	Diane	Screen name:*	Diane
Password:*	*****	First name:*	Diane
Confirm Password:*	*****	Family name:*	Jordan
Role:*	Administrator	City:	
Level:*	Administrator	Email:	
Age:*	Student	Email login details to the user <input type="checkbox"/>	
Status:*	Active	Group:	

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A Super Administrator can always see all user, course and class data for the entire organization's MEC site. When MEC is running in open mode (see [Part 5, Introduction, Section 5](#)), MEC administrators can also see user, course and class data for the entire organization's MEC site. However, when MEC is running in restricted mode (see [Part 5, Introduction, Section 5](#)), MEC administrators will only be able to see the course, class and user details for the groups they are assigned to.

Note that the Super Administrator will never appear in the list of users listed in MEC.