



DARE TO DO MORE

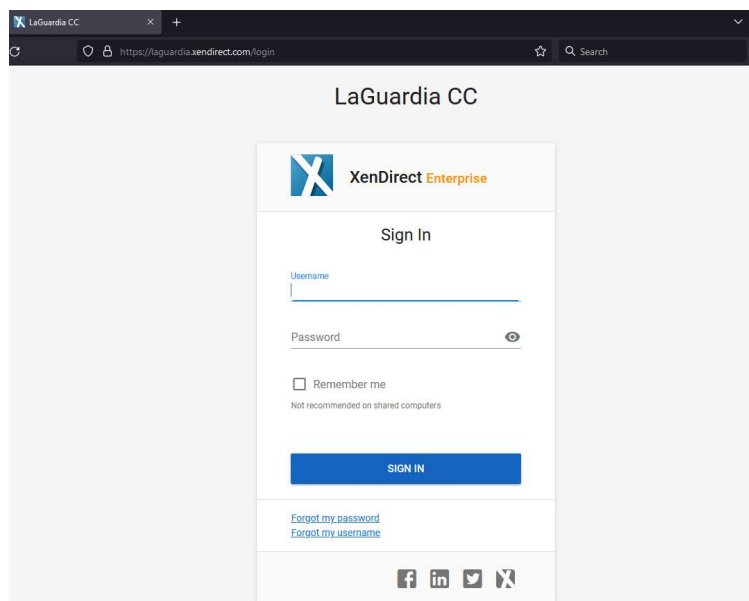
Xendirect Accounts User Management

XenDirect's System Users feature is where administrators create and manage records for users who are granted access to XenDirect.

- All account activation and deactivation requests must be submitted by HR and the program director to Xendirect Support - xendirectsupport@lagcc.cuny.edu including permission rights.
- Each user is considered a "per license" user, and the LaGuardia's IT can assign active user records up to the number of available user licenses based on the program's director request
- A username cannot be used by multiple users simultaneously.
- The system has an automatic logout feature that ends a session if a user does not log out using the provided option.
- For security reasons, Xenegrade Support Staff typically cannot modify permissions for customer sites.

You can access Xendirect by visiting the following page:

<https://laguardia.xendirect.com/login>



- If you forgot your credentials you can use the forgot username and password option with your LaGuardia email and you should receive an email with the details.