

Managing Subaccounts

- 1. To switch subaccounts, double-click the **EyeDetectAdmin** icon on the Windows Desktop.
- 2. Choose **Account > Sign in** from the menu.

Note: if the "Sign in" button is greyed out then it means you have an open test in **EyeDetect**. Please close out of EyeDetect Administrator, launch EyeDetect, and delete or save/sync any open tests.

C LyeDetect Administrator X								
File	Account	DataLocker	Help					
Customer ID 9999900001 Customer Name								
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								L
	Customer ID	9999900000	(Converus Employ	ees)		ъ	20	n

3. Enter the Account ID, PIN, and Authentication Code (from the Authenticator app) as the Master account admin. or with appropriate account credentials for the subaccount to used.

Sign in	
Account ID	
	•
Account Pin	
	•
Authentication Code	
	•
	Cancel



- 4. After successfully signing in, click **Close** to close the Sign in dialog.
- 5. Choose **DataLocker > Setup** from the EyeDetect Admin main menu.

Setup DataLocker Device			
License			
9999900001 - Converus		v	
	Start	Cancel	

- 6. Select an account from the dropdown menu. Then hit **Start** to configure the EyeDetect station to the selected account.
- 7. When the process is complete, click **Close** to exit.
- 8. Choose **File > Exit** or hit the x button in the upper right-hand corner to close out of EyeDetect Admin.

To confirm what account the station is set up to: launch EyeDetect and check the Customer Name. The account name will appear in the upper left-hand corner under the Customer Name. See below.

EyeDetect File Test Eye T	īracker DataLock	ker Help		Ô	> EyeDetect	×
Customer ID 9999900001 Customer Na Converus	ime -					Test Wizard
Ê	Test ID	Test Name	Test Key	Test Created	Subject ID	Subject Name