Adding New Users to the system

To add new users to your system, start by clicking Admin > Users.

▼ Admin
Users

Then click Add New User at the bottom of the page.

Add New User

This will take you to the page to add a new user. These are the fields that you need to add:

- Name

  Name: | First | Middle | Last

- User Code: use the first part of the person's email address

  User Code:

- Account Type: Choose "Local Account"

  Account Type: Local Account ▼

- Password: Note – Passwords must be at least 8 characters, include a special character and one number.

  Password:
  Password (again):

- Options are EL Teacher, Principal and Classroom Teacher

  User Type: EL Teacher ▼

- Schools: Choose which Schools in district to which the user should have access

  Schools:

- Once these have been completed, click the appropriate button to add the user.

  Add User to Database ?

  Add User to Database, Then Edit User Details

  Add User to Database, Then Add Another

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