

Open Teacher's Account

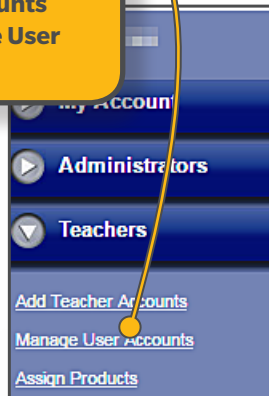


Did You Know?

Teacher appears as the **User Type**, but you can select other types. If you select **Student**, the **Grade** field is added.

Step 1

Under **Teachers**, click **Manage User Accounts** to open the **Manage User Accounts** page.



Manage User Accounts

Please provide the desired search criteria:

*User Type: **Teacher** ▼
First Name:
Last Name:

☐ Show Inactive Accounts

~ OR ~

Username:

Submit

Cancel

Step 2

- To limit the account names returned:
 - Type all or part of **First Name** or **Last Name**, or
 - Type the complete **Username**.
- To show both active and inactive accounts, click the **Show Inactive Accounts** check box.

Step 3

Click **Submit** to view a list of teachers under **Search Results**.

Step 4

To open an account to view or edit in the **Manage Teacher** page, click the name in the **Username** column.

Search Results:

Deactivate **Deactivate All** **Export to CSV**

Username ▲ ▼	First Name ▲ ▼	Last Name ▲ ▼	School	Status	Select All
BILL HEINEKE	Bill	Heineke	CA Test Dt1 High Sch A	Active	<input type="checkbox"/>
BRANDON YATES	Brandon	Yates	CA Test Dt1 High Sch A	Active	<input type="checkbox"/>
JOETEACHER	Joe	Teacher1	CA Test Dt1 High Sch A	Active	<input type="checkbox"/>
ROBERT PIKE	Robert	Pike	CA Test Dt1 High Sch A	Active	<input type="checkbox"/>
SCHING TEACH	Sharon	Ching	CA Test Dt1 High Sch A	Active	<input type="checkbox"/>
TCHNOPROD	Test	Teacher	CA Test Dt1 High Sch A	Active	<input type="checkbox"/>
TCHPROD	Test	Teacher	CA Test Dt1 High Sch A	Active	<input type="checkbox"/>
TCHPROD	Test	Teacher	CA Test Dt1 High Sch A	Active	<input type="checkbox"/>
WILLIAM BARROW	William	Barrow	CA Test Dt1 High Sch A	Active	<input type="checkbox"/>

Showing 1 - 9 of 9 users found. Page 1 of 1

Deactivate **Deactivate All** **Export to CSV**

Deactivate or Export

- To deactivate accounts, select the accounts in the right column and click **Deactivate** or click **Deactivate All** to deactivate all accounts listed.
- To export the list to an Excel file, click **Export to CSV**.

Edit the Teacher Account

Manage Teacher *Required

Go to **ACTIVATE CLASS PRODUCTS** to easily find and to activate the products you want your teachers to use in one or more classes.

Please provide the following information:

State: CA
District: CA Test Dt 1
School: CA Test Dt1 High Sch A

Account Status: ☒ Active ☐ Inactive

*First Name: Bill
Middle Initial: h
*Last Name: Heineke
*Email Address: bill.heineke@schoolmail.com
*Retype Email Address: bill.heineke@schoolmail.com

Username: BILL.HEINEKE
*Password:
*Retype Password:

Note:

- You cannot change the username.
- Be sure to record the new password. It is not shown in the confirmation screen that appears when you click **Update**.

Did You Know?

The text bubble with password requirements appears when you place the cursor in the **Password** field.

Your password must have:

- Between 8-128 characters
- One lower case character
- One upper case character
- One number
- No Spaces
- One special character (!@#\$%^&*()_+=[]\;:'"/?<>.,)

Classes

Class Name	Period	Grade	No. of Students	Prod
AP Biology	5	9	3	TX Hi
Biology	1	9	11	TX Hi
Collections	2	9	12	Florida Collections - Grade 9 MyWriteSmart

Registered Programs

Products	Expiration
Florida Collections - Grade 9 MyWriteSmart	03/03/2022
Georgia Collections - Grade 9	03/03/2022
TX High School Science Biology	03/03/2022

Did You Know?

The classes and programs for the teacher are listed. You can change the teacher and programs for a class when editing classes at **Classrooms > View Classes**.

Update **Cancel**

Step 3

Click **Update** to update the account.

Step 1

Change the **Account Status** to **Active** or **Inactive**.

Step 2

Update account fields as required.