

Add an Administrator (Administrator)

Assignments	Reports	User Accounts	District and Schools	M	y Account	
	1	Manage Find and Manage Add Import Usage Reports	Move School to School Class to Class Promote Grade to Grade			Add User t adding district or school administrator accounts must now be completed using the new User identity Management tools.
]			User Detail: Role User Type	

- Click User Accounts, and then below Manage (for district administrators) or Administer (for school administrators), click Add. The Add User page appears.
 - In the User Type list, select Administrator. The Data Management Create page opens.

District Administrator School Adm	ADMIN	 Valid values for the Username Password, and LASID fields 	
HMH Username	include A–Z, a–z, 0–9, and the following supported symbols: !#\$%&'()*+,./:;<=>?@[]_`{ }~		
First Name 5	Middle Initial Last Name	¥¦§¨©ª«¬®¯°±²³′¶,1°»1⁄4½2¼¿À ÃÄÅÆÇÈÉÊËÌÍĨĬĐÑÒÓÔÕÖ× ÙÚÛÜÝÞàáâãäåæçèéêëìíîìðñ ôõö÷øùúûüýþ	
Password 6	Confirm Password	000 · buuuuyp	
School 7		Be sure to record the user names and passwords in orde to distribute them to the users	
Email: example@email.com			

- If you are a district administrator, select the type of administrator role being created—**District Administrator** or **School Administrator**. If you are a school administrator, these roles are not listed.
- Type an HMH Username for the administrator, following these rules: minimum 5 characters, no spaces, using valid values. Globally unique user names are recommended. See the <u>Tips for Creating User Names</u> of topic in online help for more information.
- 5 Type the administrator's first and last name and, if needed, the middle initial.
- Type a Password for the administrator, following these rules: minimum 8 characters, case sensitive, no spaces, using valid values (at least one upper case, lower case, number, and special character). Then, retype the password.
- **7** For school administrators, click the **School** field to view and select the school.
- B Type the administrator's Email Address
- Olick Save.
- Click Back to ThinkCentral to return to ThinkCentral.

