

## How to Create an Account for a Teacher or Building Administrator

1. Click on the global Actions menu above the filters after you log in.
2. Select Add User

SCREENING

Fall Reporting due on 10/01/2021

7 days remaining

Actions

2021-2022

Building: All

Screening: Select

Status: All

Submit

Reset Filters

Search:

ACTIONS	STATE ID	STUDENT	TEACHER	BUILDING	FIRST CONTACT SURVEY	FALL	WINTER	SPRING
Actions	999999999	Add Student	Test Account	Test School 3	Completed	Completed	Not Started	Not Started
Actions	888888888	Add Student2	Test Account	Test School 2	Completed	Not Started	Not Started	Not Started

3. Select the type of account you need to create (Building Administrator or Teacher).
4. Complete the form.
5. Click on Submit or Add Another User to create the account.

Iowa K-6 Early Literacy Alternate Assessment

SCREENING

Fall Reporting due on 10/01/2021

7 days remaining

Account Type: Building Administrator

Test

Address 1

Address 2

City

Iowa

Zip Code

test3@test.org

test3@test.org

Phone Number

AEA: Test AEA

District: Test District

Building: Test School 2

Close

Submit

Add Another User

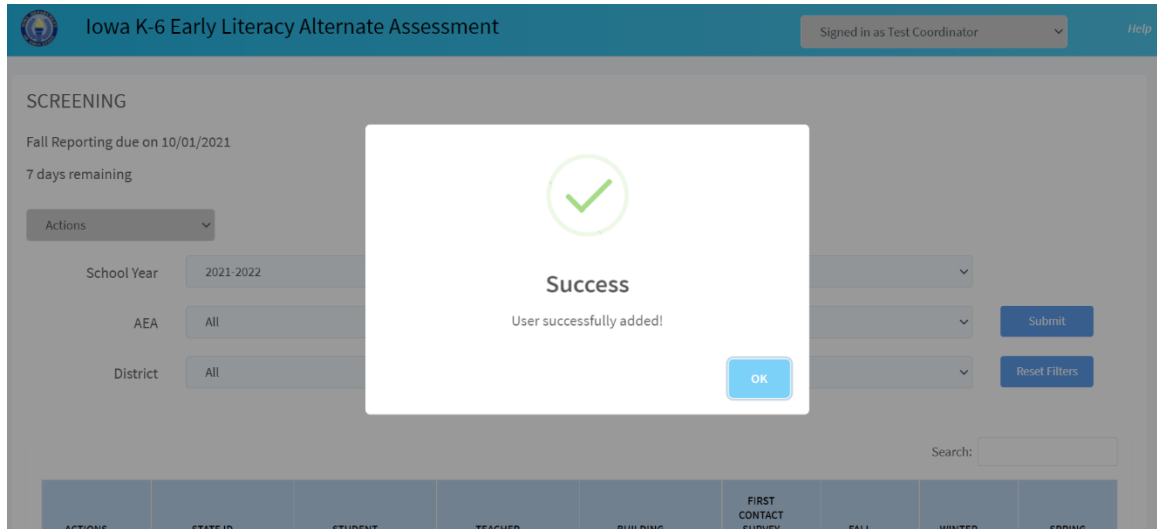
Submit

Reset Filters

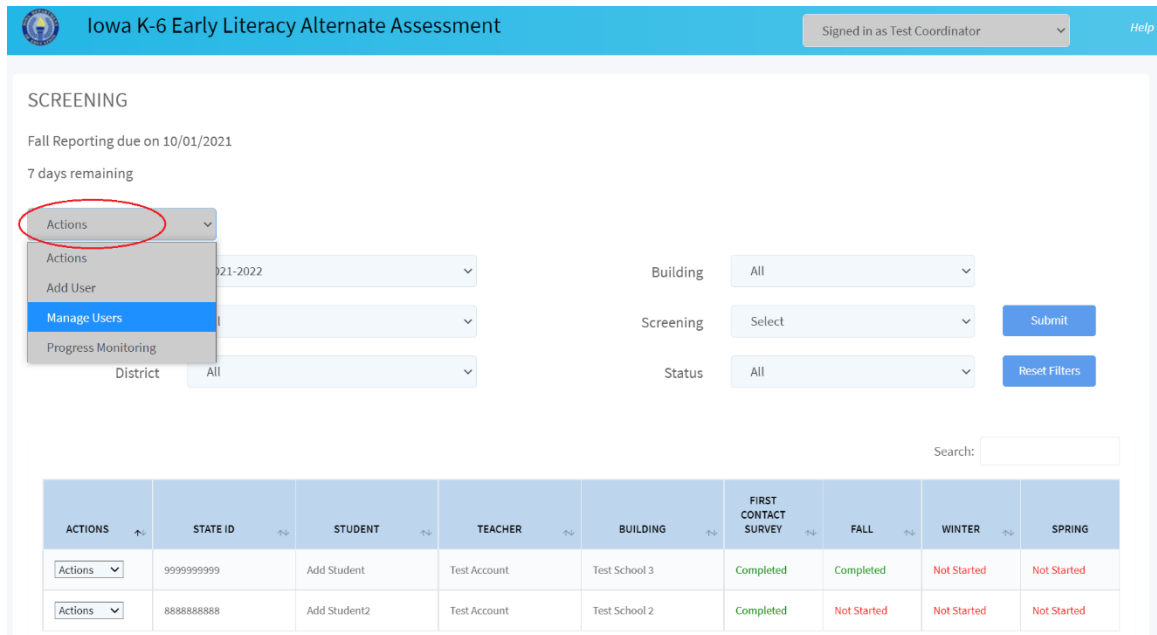
Search:

ACTIONS	STATE ID	STUDENT	TEACHER	BUILDING	FIRST CONTACT SURVEY	FALL	WINTER	SPRING
Actions	999999999	Add Student	Test Account	Test School 3	Completed	Completed	Not Started	Not Started
Actions	888888888	Add Student2	Test Account	Test School 2	Completed	Not Started	Not Started	Not Started

6. You will see the message below if the account was created successfully.
7. Click on OK to close the message.



8. Click on the global Actions menu again.
9. Select Manage Users to view your users list.



10. Confirm that the user has been added to your list.

Iowa K-6 Early Literacy Alternate Assessment

Signed in as Test Coordinator

Help

Dashboard > Manage Users

AEA: All Building: All Submit

District: All Role: All Reset Filters

Actions

Total Contacts: 3  
Filtered Total: 3

Search:

Actions	Contact Name	Building Name	Email	Role	Phone	District Name	AEA Name
Actions	Test Building Admin	Test School 2	test3@test.org	Building Administrator		Test District	Test AEA
Actions	Test Teacher	Test School 4	test4@test.org	Teacher		Test District	Test AEA
Actions	Test Teacher 2	Test School	test5@test.org	Building Administrator		Test District	Test AEA

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