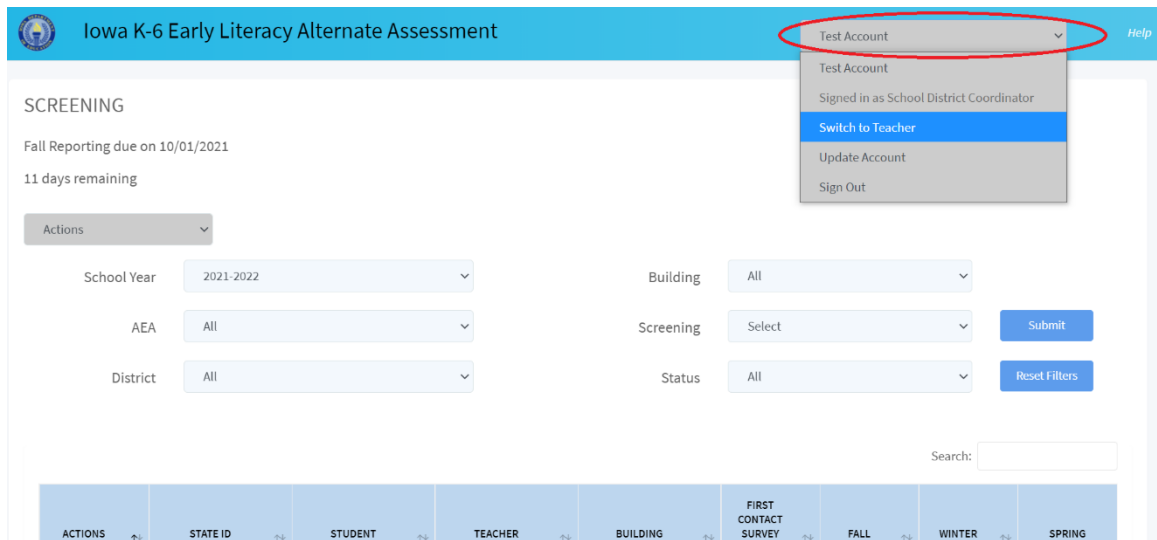


## How to Switch Role

Please note: Only accounts with dual roles have this option. Contact Jennifer Denne at the State Department to be granted dual roles.

You must be signed in as a teacher to add students. A teacher account is linked to one school. Students you add will be linked to the same school the teacher account is associated to.

1. Click on the manage account menu in the upper right corner.
2. Select Switch to [another role].



The screenshot displays the 'Iowa K-6 Early Literacy Alternate Assessment' interface. At the top right, a user account menu is open, with the 'Test Account' dropdown menu circled in red. The menu options are: 'Test Account', 'Signed in as School District Coordinator', 'Switch to Teacher' (highlighted in blue), 'Update Account', and 'Sign Out'. The main content area is titled 'SCREENING' and includes a reporting deadline of 'Fall Reporting due on 10/01/2021' with '11 days remaining'. Below this are filter sections for 'School Year' (2021-2022), 'AEA' (All), 'District' (All), 'Building' (All), 'Screening' (Select), and 'Status' (All). There are 'Submit' and 'Reset Filters' buttons. A search bar is located at the bottom right. At the bottom of the page, a table header is visible with columns: ACTIONS, STATE ID, STUDENT, TEACHER, BUILDING, FIRST CONTACT SURVEY, FALL, WINTER, and SPRING.