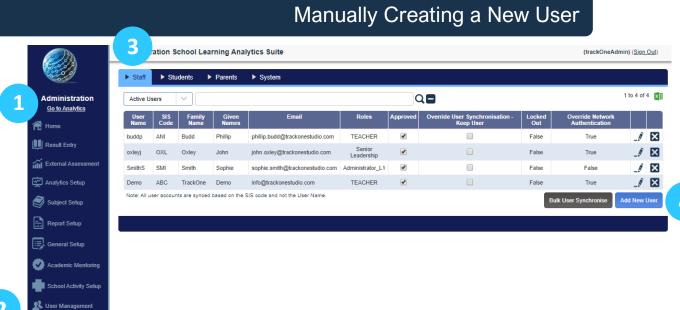
End User Guide

Manually Creating a New User



If you require further expansion or assistance at any point in the document, please do not hesitate to contact TrackOne Studio Support through the Help Desk by sending an email to helpdesk@trackonestudio.com.



- 1. Select Administration from the top of the left-hand task panel.
- 2. Select User Management, followed by Users.
- 3. Choose the relevant user group from the blue horizontal menu bar.
- 4. Click Add New User. The following form will then load.

| User Setup | |
|---|---|
| UserName: | Password: |
| Teacher Code: | |
| Family Name: | Given Name(s): |
| Email: | |
| If selected, the user accounts no Override Netw If selected, the used for a short to | r Synchronisation (Keep User) ser account will not be deleted during the bulk user synchronisation process. If the user account it included in the normal user synchronisation process (such as IT and admin support users) and work Authentication ser account will use the local Learning Analytics password rather than the selected system authe ime only to verify user access and permissions. Ensure to deselect this option when not require lay result in the account being locked if the user attempts multiple times). |
| Roles | |
| | Menu Options |
| | Teacher Security |
| | Student Portal |
| | Access for SLT, ELT, CLT |
| | Parent |
| | Administrator Level One |
| | Administrator Security |

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| UserName: | Password: |
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| Teacher Code: | |
| Family Name: | Given Name(s): |
| Email: | |
| If selected, th | User Synchronisation (Keep User) ne user account will not be deleted during the bulk user synchronisation process. If t s not included in the normal user synchronisation process (such as IT and admin su |
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In this example, a new Staff Member is being added.

1. Enter the staff member's username.

Note: This must be the same username that is used to access the school network. For example, if the staff member logs into the school computers via the username **MBrown**, this is what should be entered into the username field.

2. Enter a password for the user. This may be any combination of code. If LDAP is enabled, the application will ignore the password that is entered. It will instead use the same password that the user enters when accessing the school network.

| JserName: | Password: |
|---|--|
| BrownM | password |
| Teacher Code: | |
| Family Name: | Given Name(s): |
| Email: | |
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- 3. Enter the staff member's teacher code, name and email.
- 4. Select an appropriate role for the user. This role will determine the level of access that they have to the components within the Suite:
 - The lowest level of staff member access is Teacher Security.
 - The highest level of staff member access is Administrator Security.
- 5. Finish by clicking **Save New User**.