

Users



You can create a new user whenever you want to enable someone within your school to access the system. Users will include other members of staff.

When you create a user, it is added to the Users List, so you can view the details about them at a future date.

		First Name	Last Name	Email address
<input type="checkbox"/>	Actions	User2	-SchoolAdmin	person1@hotmail.com
<input type="checkbox"/>	Actions	User3	-Teacher	person2@gmail.com

Users can be created at various levels in the user hierarchy. The level of the hierarchy in which you can create users will depend upon your user permissions. The process for working within the Users area is the same, regardless of which level of user you are creating.

The Teacher role, which is the most popular user type, is at the lowest level in the hierarchy and has access to sittings, students, reports and services. The Teacher will use the system on a regular basis to create sittings and view student test results via reports.

Note: You can only access the Users functional area if you have the relevant user permissions. The School Admin user role can access this area, but the Teacher role does not have access to this area.

When working with Users you can:

- [Create Users](#)
- [View the Users List](#)
- [Change Details of a User](#)
- [Reset User Passwords](#)
- [Archive Users](#)
- [Restore Archived Users](#)
- [Understand User Details](#)

Frequently Asked Questions (FAQs)

[How do I add more staff logins?](#)

[How do I reset staff passwords?](#)

[How do I change my own password?](#)

[How can I help my staff get into the system?](#)

[What access permissions does a Teacher role have?](#)

[What access permissions does a School Admin role have?](#)