

Managing Division Level Roles

for division representatives only

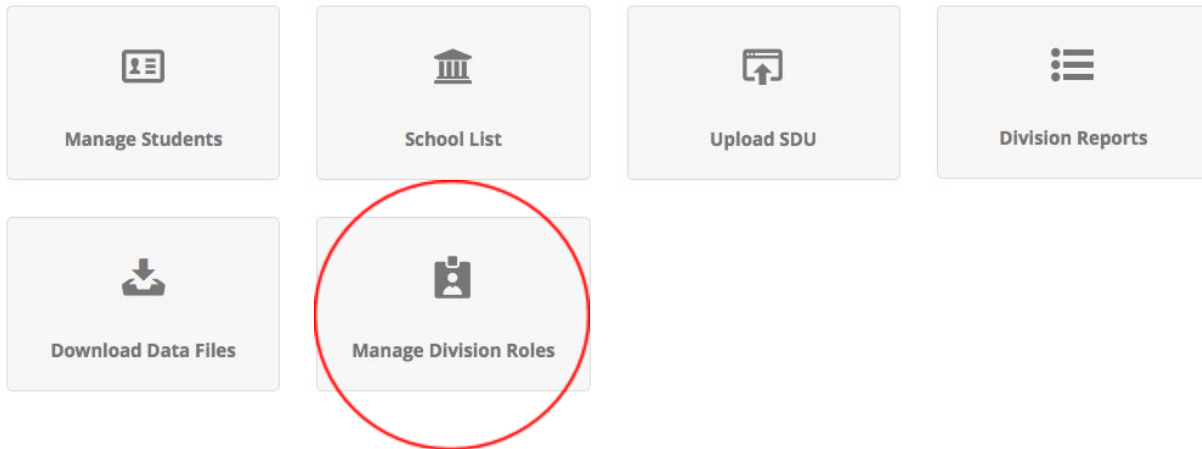
Log in to your PALS Online account at www.palsk8.com.

The division representative can manage division level roles in the PALS Online System by using the “Manage Division Roles” tile on the Home Screen:

Now viewing as Division Level User **PALS Rep** in the division: PALS Professional Development.

Division Home Page

🏠 PALS Professional Development



Here, you can see which users have division roles and search for any already-existing user account in your division.

Manage Division Roles

🏠 PALS Professional Development > Division Roles

Add Division Role

Use the dropdown to search by last name or by email address

🔍 Last Name ▾ Enter search term Enter

🏠 Current Division Roles ✉ Search Results

No searches performed.
Use the dropdown to search by last name or by email address.

To remove a user with a division role, click the “Remove Division Role” link.

Manage Division Roles

🏠 PALS Professional Development > Division Roles


Add Division Role

Use the dropdown to search by last name or by email address

🔍 Last Name ▾ Enter search term Enter

🏠 Current Division Roles 📧 Search Results

- PALS Rep (pals.demo.rep@gmail.com)
Division Representative User
- Janel Gunn-Hamner (jgunnamner@ioeducation.com)
Remove division Role
- Nancy Walsh-Boeder (nwashboeder@ioeducation.com)
Remove division Role
- Taylor Channess (tchanness@ioeducation.com)
Remove division Role
- Sebastian Gunn-Hamner (sgunnamner@ioeducation.com)
Remove division Role
- Dena White (dwhite@ioeducation.com)
Remove division Role
- Krista Coleman (kcoleman@ioeducation.com)
Remove division Role
- Daniel Osborne (dosborne@ioeducation.com)
Remove division Role
- Tony Tooley (atooley@ioeducation.com)
Remove division Role



Or, you can use this feature to add a division role for a user who does not already have one by searching, and then selecting “Add division Role”.


Add Division Role

Use the dropdown to search by last name or by email address

🔍 Last Name ▾ channess Enter

Current Division Roles Search Results

- Taylor Channess (tchanness+1@ioeducation.com)
Add division Role
- Taylor Channess School (tchanness+school@ioeducation.com)
Add division Role



To add a division role for a user who does not already have an account, use the Add New Division User feature.

Manage Division Roles

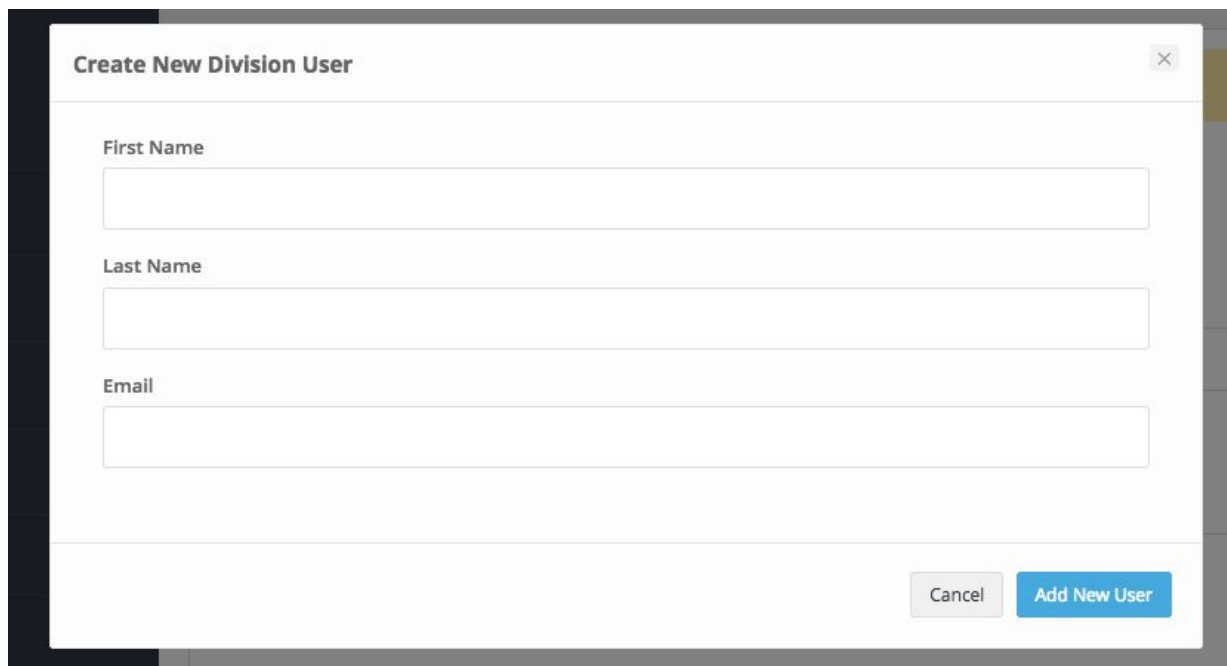
🏠 *Testing Division > Division Roles

Add Division Role

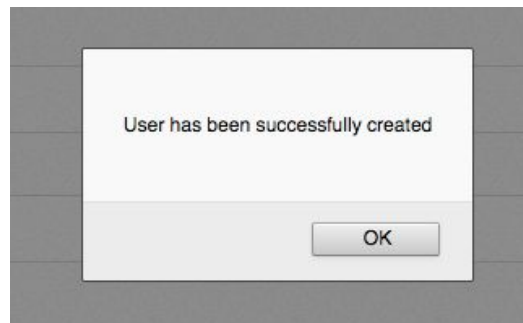
Use the dropdown to search by last name or by email address

Add New Division User

Input the new user's information and select "Add New User".



The screenshot shows a modal dialog box titled "Create New Division User" with a close button (X) in the top right corner. The dialog contains three text input fields: "First Name", "Last Name", and "Email". At the bottom right of the dialog, there are two buttons: a grey "Cancel" button and a blue "Add New User" button.

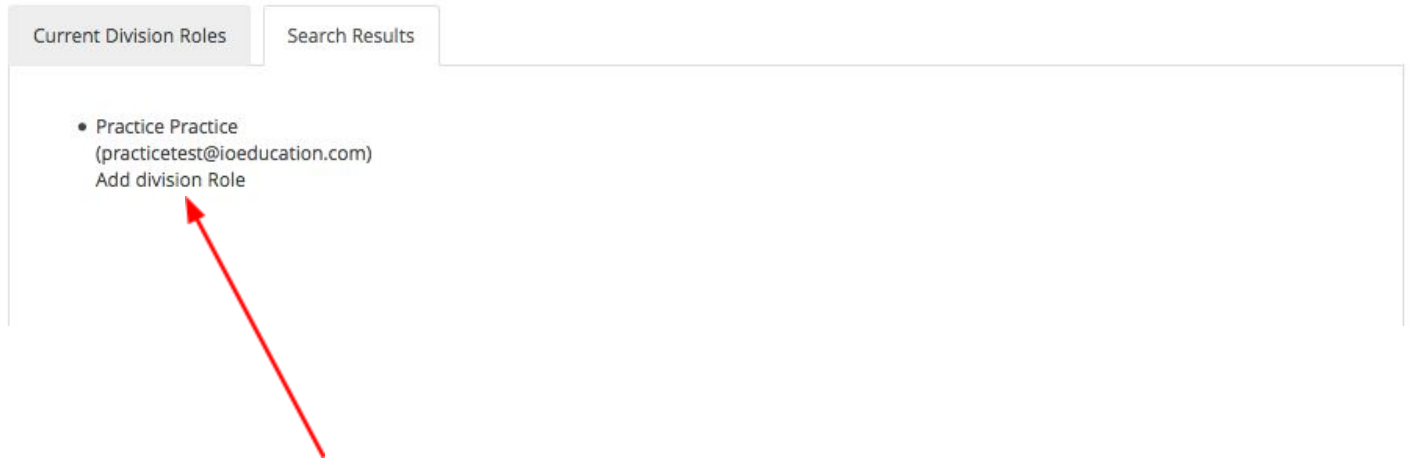


Once the user has been successfully created, search for the new user using the search bar, and select “Add division Role”.

Use the dropdown to search by last name or by email address

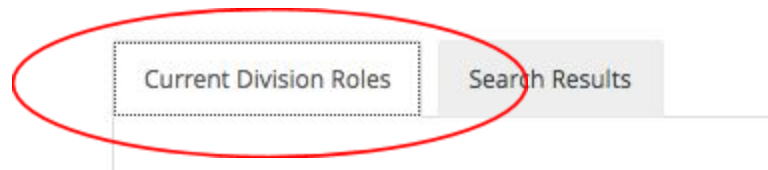


A search bar with a dropdown menu on the left showing "Q Last Name" and a search input field containing the text "practice". To the right of the input field is a grey button labeled "Enter". A red arrow points to the dropdown menu.



The search results panel has two tabs: "Current Division Roles" and "Search Results". The "Search Results" tab is active and displays a single entry: "Practice Practice (practicetest@ioeducation.com) Add division Role". A red arrow points to the "Add division Role" link.

The new division level user should now appear in the tab labeled “Current Division Roles”.



A close-up of the search results tabs. The "Current Division Roles" tab is highlighted with a red oval, and the "Search Results" tab is also highlighted with a red oval.