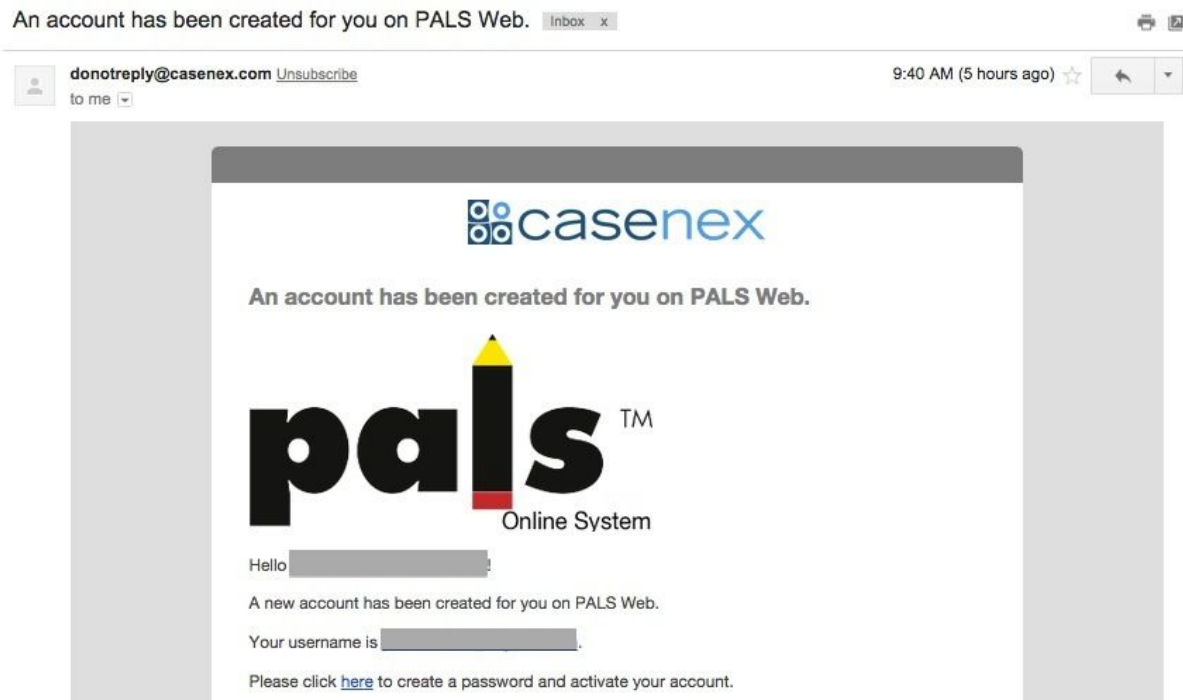


Creating and Managing PALS Online Accounts

for teachers or administrators

If you don't have a PALS Online account yet, you will need an administrator in your school or district to create one for you (see instructions for administrators below.) A teacher-level account will also need a class assigned for the current school year before the account becomes accessible.

Recipients of new accounts receive an email that suggests creating a password to activate the account:



Once you have created a password, visit the *PALS Online* homepage at www.palsk8.com, and log in!

See following pages for further instructions for administrators.

Instructions for administrators creating a new PALS Online account:

Summary for new division user accounts:

1. Click on *Manage Division Roles*.
2. Click on *Add New Division User*.
3. Create a PALS user account using the person's name and email address.
4. This will assign a Division Level Role to that user.

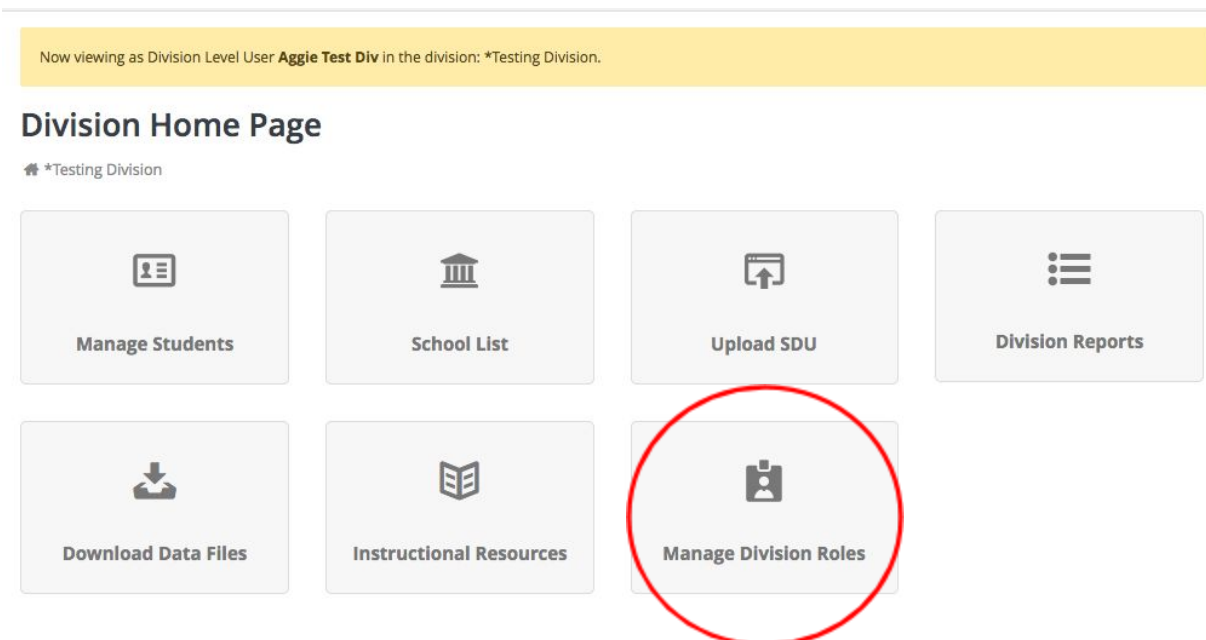
Summary for new principal, school user, or teacher accounts:

1. Click on *School List*.
2. Select the school in which you are adding a new user.
3. Click on *Manage Accounts*.
4. Click on *Add New PALS User*.
5. Create a PALS user account using the person's name and email address.
6. Select whether you would like to add a school role or classes to that user.

**Administrators can also create new teacher accounts by including the teachers' names and email addresses in a student data upload (from district level) or teacher data upload (school-level). The accounts will be created and "new account" emails sent automatically when the SDU occurs. See further instructions below.*

CREATING AND MANAGING ACCOUNTS:

Administrators with district-level access as the division representative can create and manage accounts for new users in the PALS Online System by using the "Manage Division Roles" tile on the Home Page:



CREATING A PALS USER ACCOUNT FOR A DIVISION-LEVEL USER:

Clicking on “Manage Division Roles” will take you to a page where you can create division-level user accounts by clicking on *Add New Division User*:

Now viewing as Division Level User **Aggie Test Div** in the division: *Testing Division.

Manage Division Roles

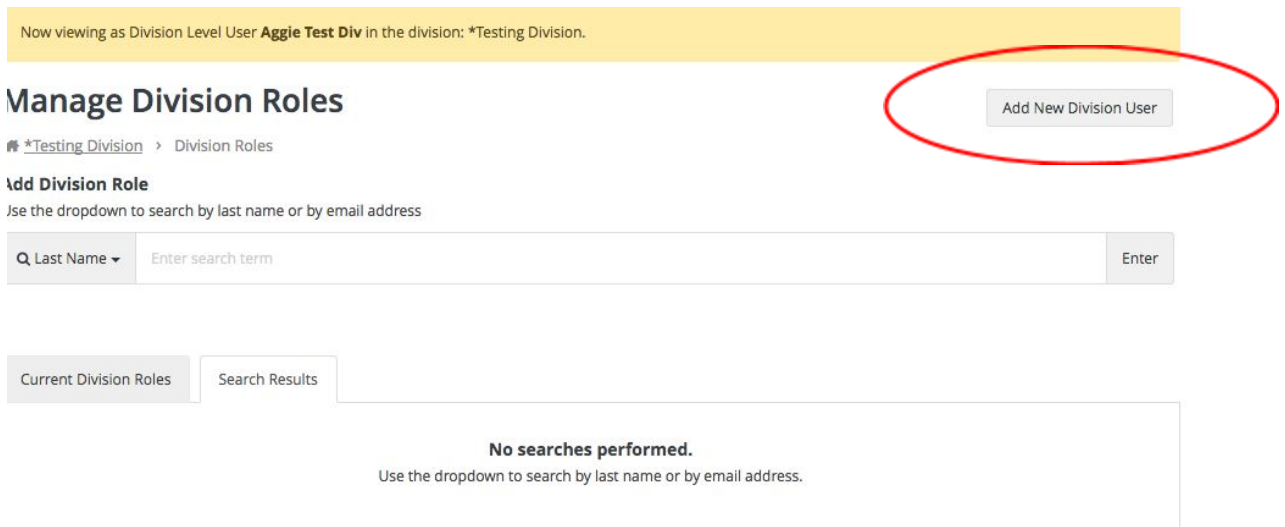
*Testing Division > Division Roles

Add Division Role
Use the dropdown to search by last name or by email address

Q 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.



After clicking on “Add New Division User” on the *Manage Division Roles* page, enter the user’s name and email address, and then click on “Add New User”. This will automatically assign this user to a Division Role and an email will be sent to the user’s email address to help him/her complete the account set-up process.

Create New Division User

First Name

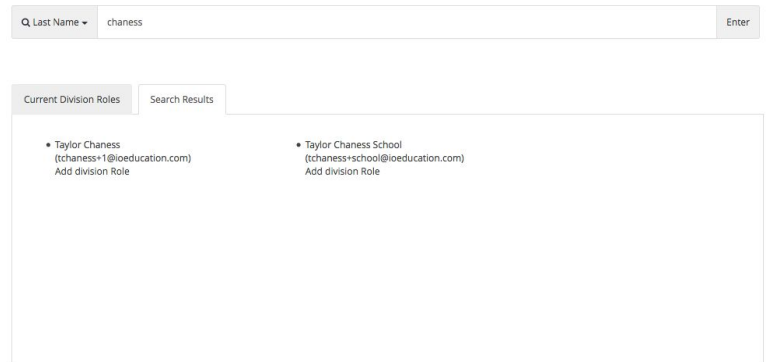
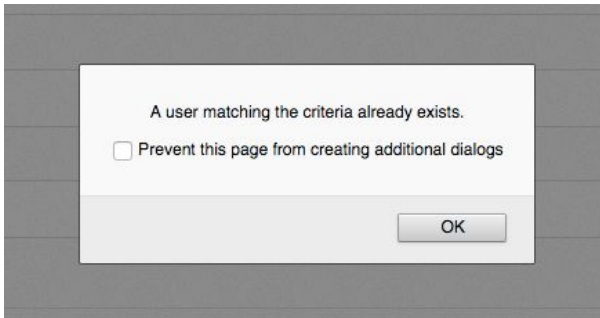
Last Name

Email

Cancel Add New User



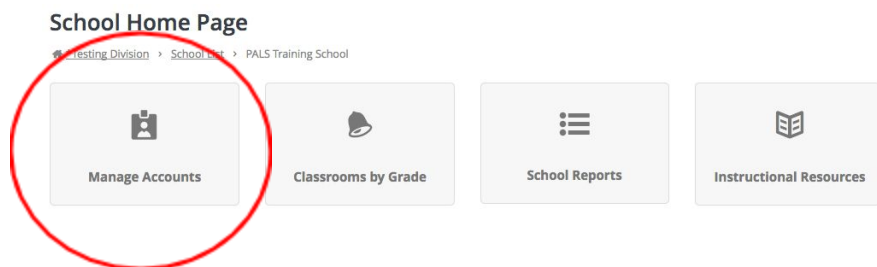
ASSIGNING AN ADMINISTRATOR ROLE TO AN ALREADY-EXISTING ACCOUNT:



Use the Search bar to search for the already-existing user. Select *Add Division Role* to assign this existing user a division-level role.

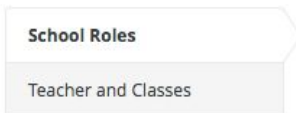
CREATING A PALS USER ACCOUNT FOR A PRINCIPAL, SCHOOL-LEVEL, OR TEACHER-LEVEL USER:

Clicking on “Manage Accounts” after selecting a school from the “School List” will take you to a page where you can create school-level and teacher-level user accounts by clicking on *Add New PALS User*:



Manage Accounts

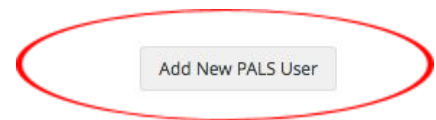
*Testing Division > School List > PALS Training School > Manage Accounts



Add School Role

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

Q Last Name ▾ Enter search term Enter



After clicking on “Create a PALS User Account” on the *Manage Accounts* page, enter the user’s name and email address, and then select whether you would like to assign a school-level role or a classroom to this user. Then, click on “Add New User”. This will automatically assign this user to a School or Teacher Role and an email will be sent to the user’s email address to help him/her complete the account set-up process.

Create New PALS User

First Name

Last Name

Email

Would you like to add roles or classes?

Yes, I would like to add School Role.

Yes, I would like to select classes to add.

Cancel Add New User

ASSIGNING A SCHOOL ROLE OR CLASS (TEACHER ROLE) TO AN EXISTING ACCOUNT:

Use the Search bar under the “School Roles” tab to search for the already-existing user. Select *Add School Role* to assign this existing user a school-level role.

Manage Accounts Add New PALS User

Testing Division > School List > PALS Training School > Manage Accounts

School Roles Add School Role

Teacher and Classes

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

Q Last Name ▼ chaness Enter

Current School Roles Search Results

- Taylor Chaness (tchaness+1@ioeducation.com) Add School Role
- Taylor Chaness School (tchaness+school@ioeducation.com) Add School Role

Use the Search bar under the “Teacher and Classes” tab to search for the already-existing user. Select **Add Class/Modify User** to assign this existing user a class.

Manage Accounts

Add New PALS User

*Testing Division > School List > PALS Training School > Manage Accounts

School Roles

Teacher and Classes

Manage Teachers and Classes

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

Q Last Name ▾

chaness

Enter

Current Teachers

Last Years Teachers

Search Results

- Taylor Chaness
(tchaness+1@ioeducation.com)
Add Classes / Modify User

- Taylor Chaness School
(tchaness+school@ioeducation.com)
Add Classes / Modify User

Once the account is found, clicking on **Add Classes/Modify User** will open up options for assigning a class or classes. The teacher’s name will now automatically appear on the Teacher List within the assigned school.

Modify User

LOG IN WITH: [] NEW LOGIN: []

Update Cancel

Current Classes

Add 2016-2017 Class(es) to Taylor Chaness School's account
Click the box that precedes each class you want to add to this teacher:

<input type="checkbox"/> PreK AM	<input type="checkbox"/> 3rd grade AM	<input type="checkbox"/> 6th grade AM
<input type="checkbox"/> PreK PM	<input type="checkbox"/> 3rd grade PM	<input type="checkbox"/> 6th grade PM
<input type="checkbox"/> PreK (Full day)	<input type="checkbox"/> 3rd grade (Full day)	<input type="checkbox"/> 6th grade (Full day)
<input type="checkbox"/> Kindergarten AM	<input type="checkbox"/> 4th grade AM	<input type="checkbox"/> 7th grade AM
<input type="checkbox"/> Kindergarten PM	<input type="checkbox"/> 4th grade PM	<input type="checkbox"/> 7th grade PM
<input type="checkbox"/> Kindergarten (Full day)	<input type="checkbox"/> 4th grade (Full day)	<input type="checkbox"/> 7th grade (Full day)
<input type="checkbox"/> 1st grade AM	<input type="checkbox"/> 5th grade AM	<input type="checkbox"/> 8th grade AM
<input type="checkbox"/> 1st grade PM	<input type="checkbox"/> 5th grade PM	<input type="checkbox"/> 8th grade PM
<input type="checkbox"/> 1st grade (Full day)	<input type="checkbox"/> 5th grade (Full day)	<input type="checkbox"/> 8th grade (Full day)
<input type="checkbox"/> 2nd grade AM		
<input type="checkbox"/> 2nd grade PM		
<input type="checkbox"/> 2nd grade (Full day)		

Update Cancel