

# How to Replace/Deactivate a School Principal

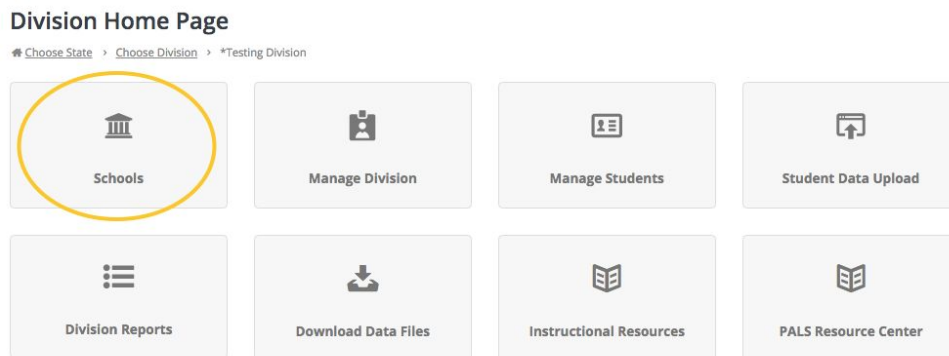
in the PALS Online System

**Before you deactivate the current Principal's account, you need to assign the new Principal to the school:**

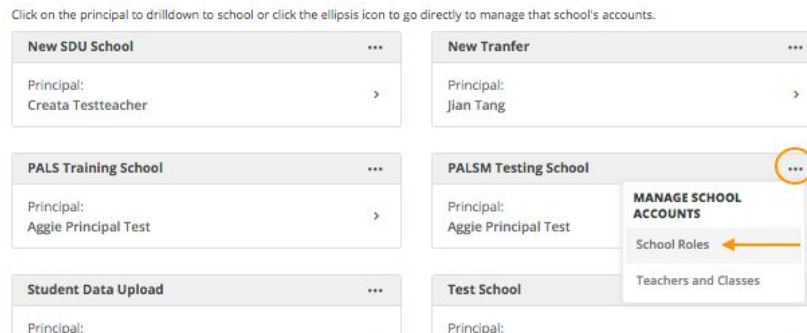
1. Create an account for the new principal, if needed.
2. Assign the new account to the Principal role for the school.
3. Deactivate the former school principal's account if you want this person to no longer have access to the PALS Online System.

## How to Replace a Principal

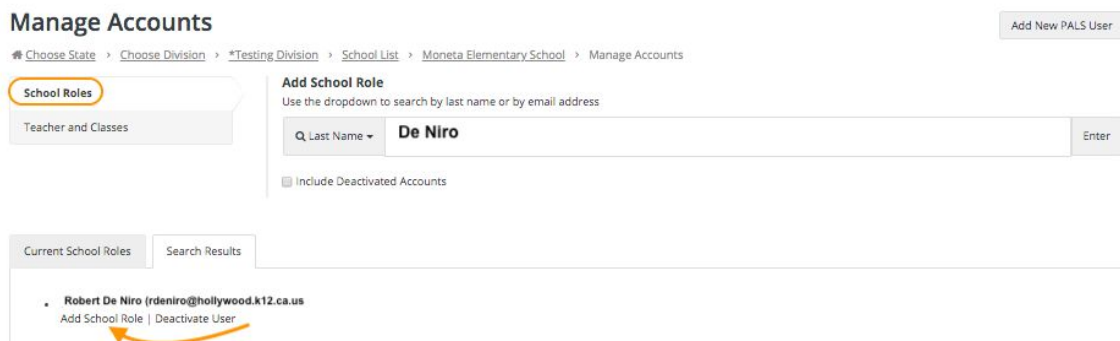
**Step 1:** From the Division Home Page, click on **School**.



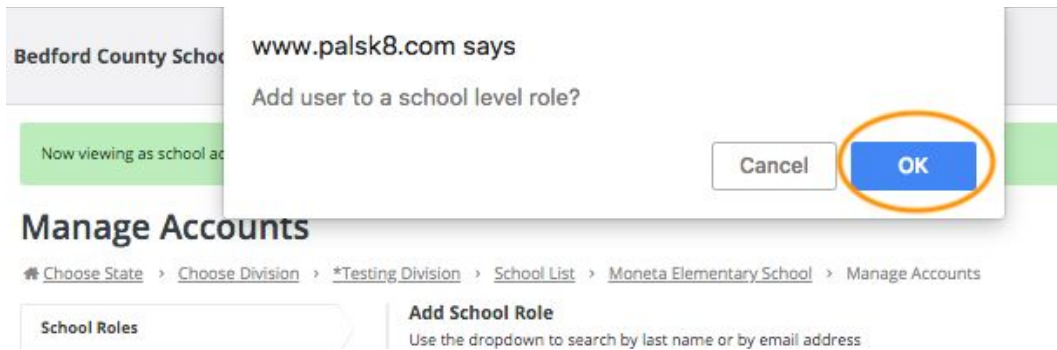
**Step 2:** Find the correct school, click on the three dots on the right corner, and then select **School Roles**. This will take you to the *Manage Accounts* page for that particular school.



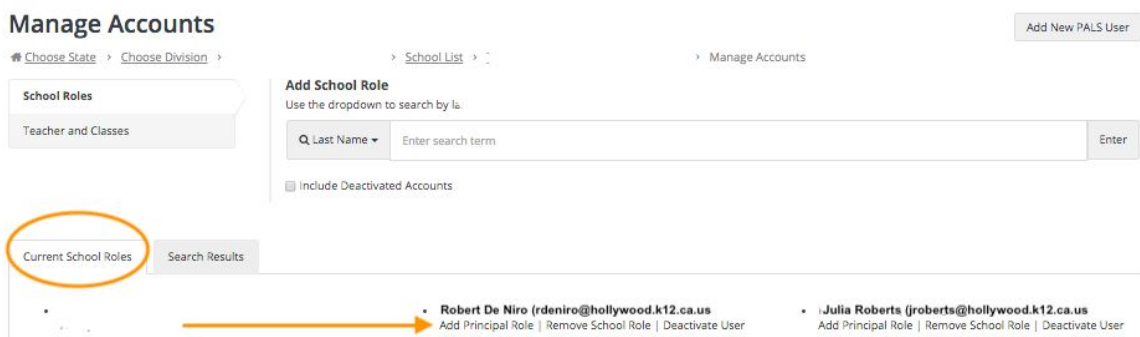
**Step 3:** Once in *Manage Accounts*, enter the new principal's last name into the search box, and click **Enter**. When the account appears, click on **Add School Role**. (If the name does not appear, see below for how to create an account for this person.)



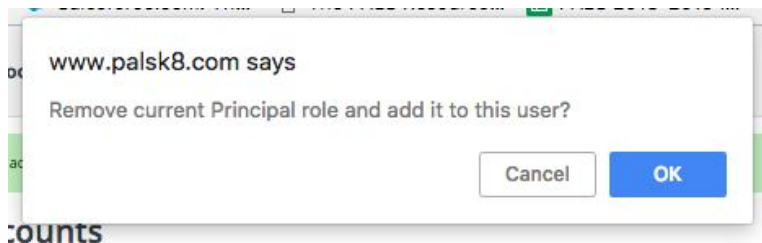
The system will ask you to confirm; click **OK**.



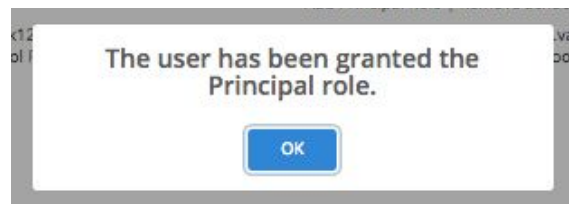
**Step 4:** Select the **Current School Roles** tab. Click on **Add Principal Role** under the person's name.



The system will ask you to confirm; click **OK**.



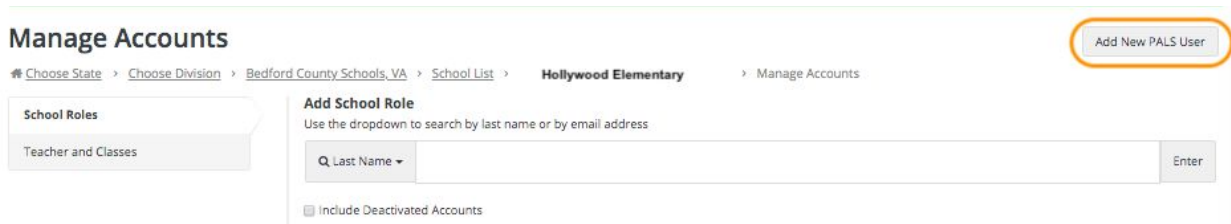
You will get a message confirming that the new principal has replaced the former one:



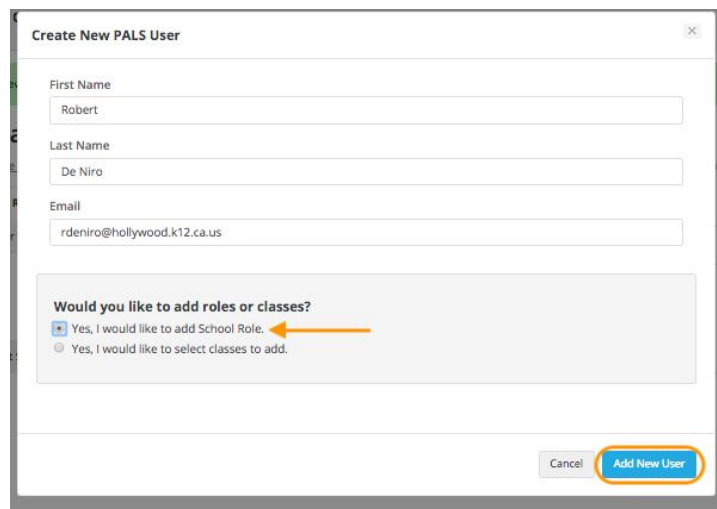
## How to create a PALS Online account for a New Principal

(Instructions for when the new principal does not yet have a PALS Online account)

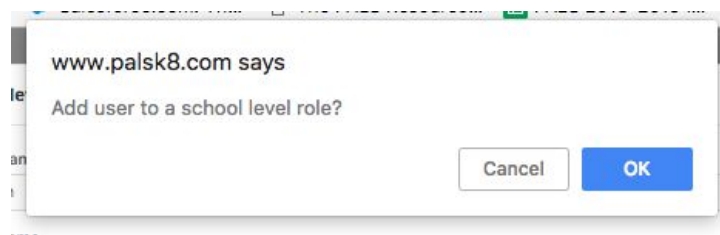
**Step 1:** Navigate to the Manage Accounts page. Click on **Add New PALS User** to create an account within this school district for the new person.



**Step 2:** Complete the required fields, including “Yes, I would like to add School Role,” and then click on **Add New User**.



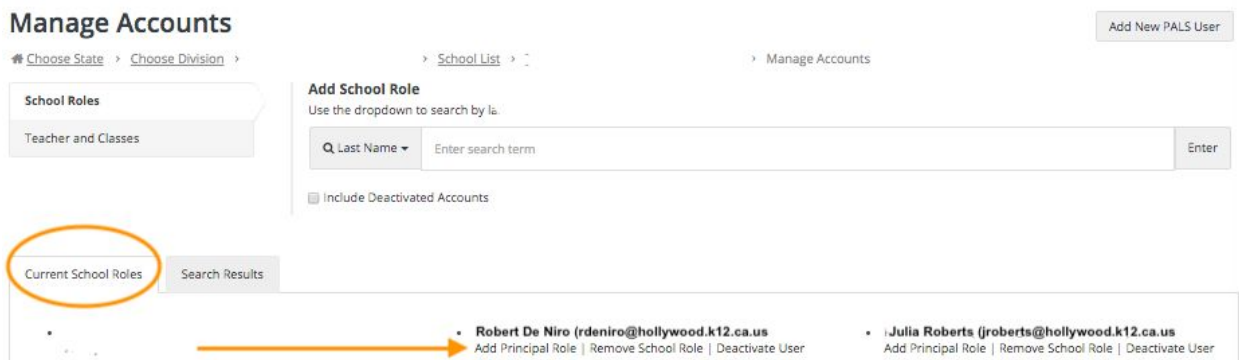
The system will ask you to confirm that you would like to add a school role; click **OK**.



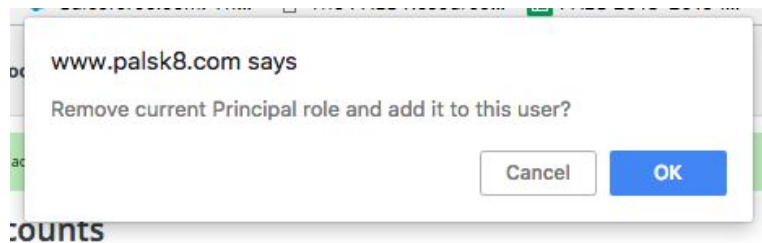
You will get a message confirming that this person now has access to school data:



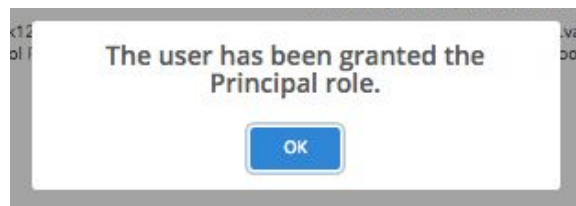
**Step 3:** Select the *Current School Roles* tab. Click on **Add Principal Role** for this person.



The system will ask you to confirm that you're replacing the former principal; click **OK**.



You will get a message confirming that this person is now the Principal of this school:



## How to Deactivate a Former Principal's PALS Online account:

Once you have entered the new principal and given them the Principal role, you can **Remove School Role** or **Deactivate User**.

**Step 1:** Go to **Manage Accounts** and Select the **Current School Roles** tab. You will see the new principal and the current one (plus other school level role people in your school)



Please make sure you select the right option for deactivating the current principal:

- Select **Remove School Role** if you would like the user to maintain a PALS account but do not wish to grant the user school wide (administrative) access.
- Select **Deactivate User** if you would like to completely remove him from the school district, or the user is no longer working with the school district.

**Step 2:** The system will ask you to confirm that you want to end this person's access to school data; click **OK**.

