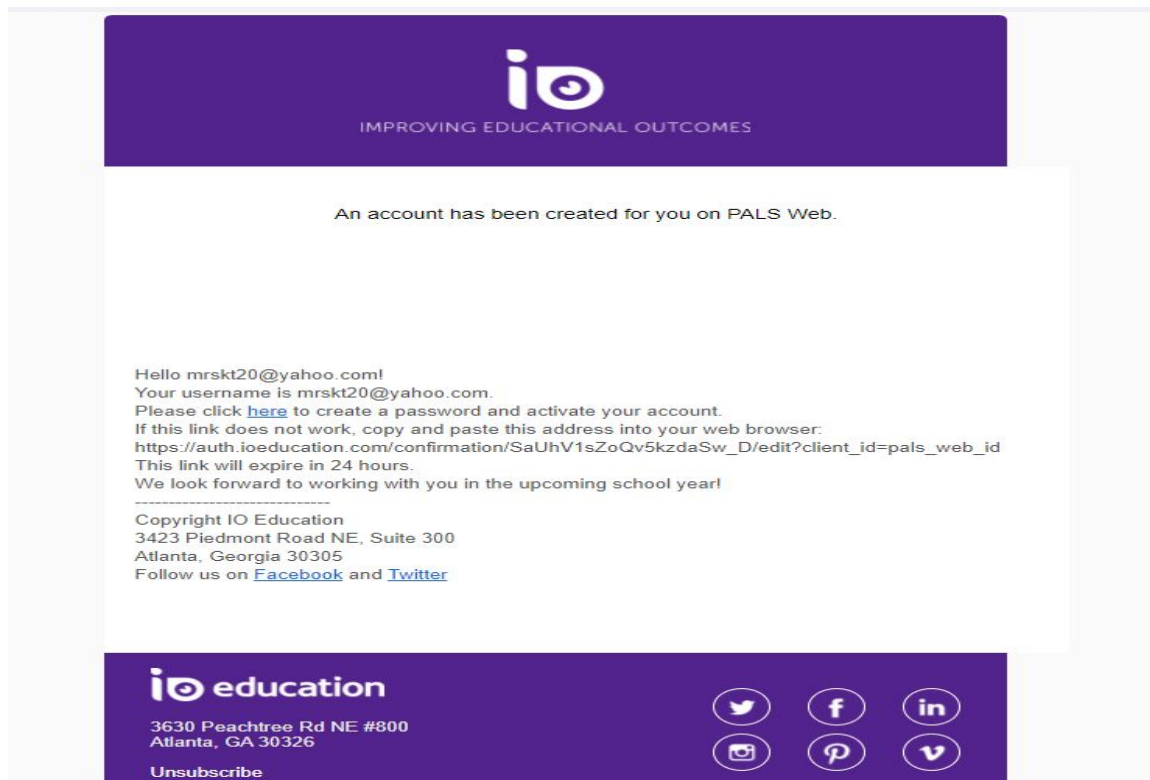


Creating and Managing PALS Online Accounts

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!

Note: If you already have a login for another IO Education product, use the same password if you're using the same email to 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*.
2. Click on *Manage Division Roles*.
3. Click on *Add New Division Level User*.
4. Create a PALS user account using the person's name and email address.
5. This will assign a Division Level Role to that user.

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

1. Click on *School*.
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.

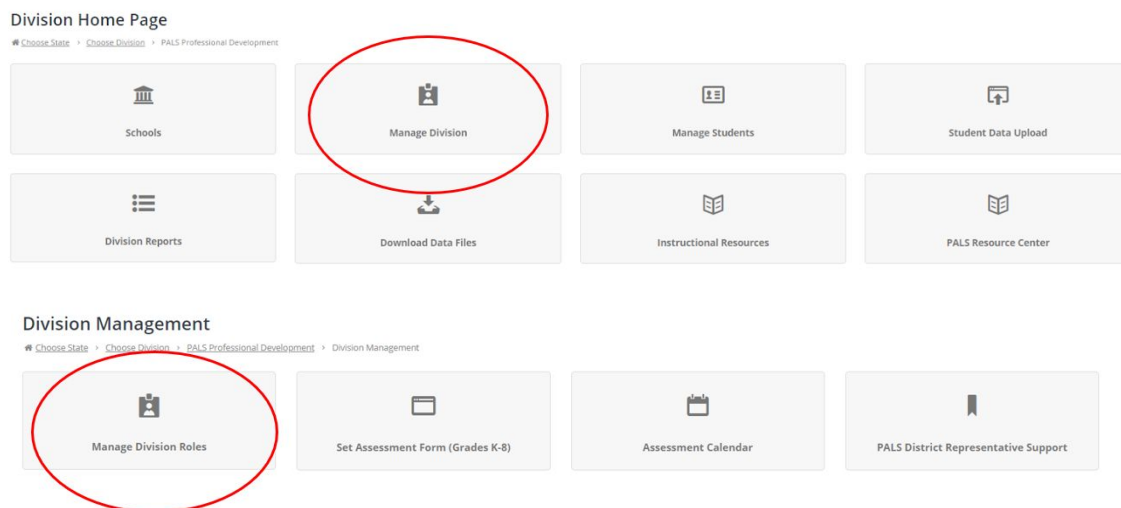
*Administrators can also create new teacher accounts by including the teachers' names and email addresses in a student data upload (from district level). The accounts will be created and "new account" emails sent automatically when the SDU occurs. See further instructions below.

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 Divisions" tile on the Home Page:

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

Clicking on "Manage Division" will take you to a page where you can create division-level user accounts by clicking on "Managing Division Roles" and then clicking on "Add New Division User":



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.

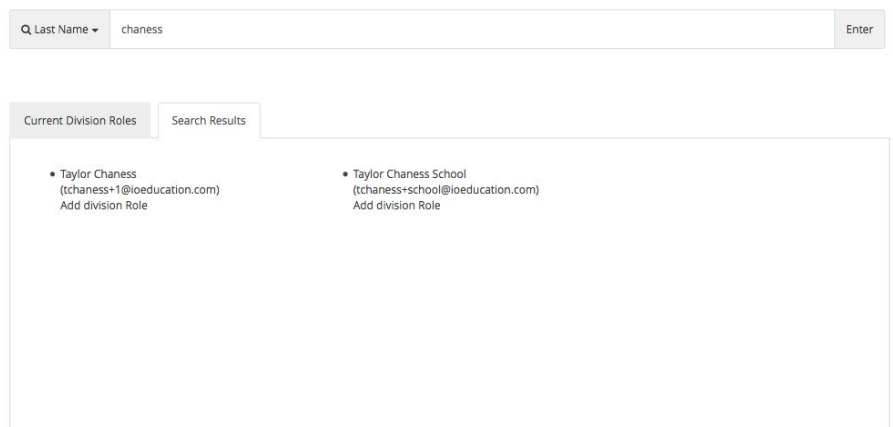


The form is titled "Create New Division User" and contains three input fields: "First Name", "Last Name", and "Email". At the bottom right, there are two buttons: "Cancel" and "Add New User".

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.

A user matching the criteria already exists.

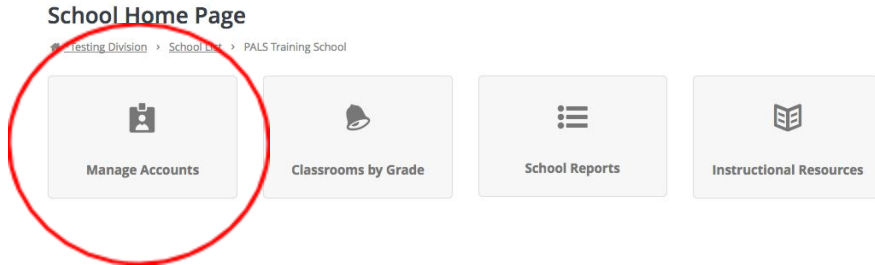


The search interface shows a search bar with "Q Last Name" and "channess" entered. Below the search bar, there are two tabs: "Current Division Roles" and "Search Results". The "Search Results" tab is active and displays two search results:

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

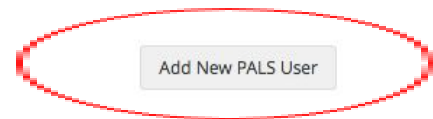
CREATING A PALS USER ACCOUNT FOR A PRINCIPAL, SCHOOL-LEVEL, OR TEACHER-LEVEL USER:

Clicking on “Manage Accounts” after selecting a school from the “School” 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



School Roles

Teacher and Classes

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 “Add New PALS User” 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 a school role?
 Yes, I would like to add School Role.

Would you like to add classes?

<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)		

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.

The screenshot shows the 'Manage Accounts' interface. On the left, there are two tabs: 'School Roles' (selected) and 'Teacher and Classes'. The 'Add School Role' section is active, featuring a search bar with the text 'chaness' and an 'Enter' button. Below the search bar, there are two search results:

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

The screenshot shows the 'Manage Accounts' interface with the 'Teacher and Classes' tab selected. The 'Manage Teachers and Classes' section is active, featuring a search bar with the text 'chaness' and an 'Enter' button. Below the search bar, there are two search results:

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

A red arrow points from the 'Teacher and Classes' tab to the search bar.

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 ✕

First Name PreKDemo	Old Email PreKDemo@schools.com
Last Name Teacher	New Email

Current Classes

Add 2018 - 2019 Class(es) to PreKDemo Teacher'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) | | |
-