

PALS QUICK START GUIDE

for Division Representatives

The Division Representative is the main contact person for coordinating and implementing PALS within your organization (often the district's assessment coordinator).

Step 1: Log in to your PALS Online account.

- Go to the PALS Online System home page at palsk8.com.
- [Click here](#) to see instructions for how to log in to your PALS Online account.
- [Click here](#) to see instructions for how to set or reset your password.
- Once you are logged in, you will see your Division Home Page.

Step 2: Assign division and school roles to other PALS users.

- Only the Division Representative is able to assign or remove a division role for someone in the district; other division-level accounts do not have that capability.
- We recommend that you assign a division role (division-level account) to at least one additional person in your school/district to support the Division Representative role. [Click here](#) for instructions. This person has the same capabilities as the Division Representative, except that they cannot assign or remove a division role.
- To deactivate or reactivate a current or past PALS user account, [click here](#) for instructions.

Step 3: Add student records to your division account.

There are two ways to add students to your PALS account:

1. by **completing a Student Data Upload (SDU)**
and/or
2. by **entering the students manually** (sometimes preferable for customers with 30 or fewer students).

OPTION 1: COMPLETE A STUDENT DATA UPLOAD (SDU)

- [Click here](#) for instructions on how to complete an SDU.
- The SDU process will also add teachers, assign classes to them, and put the students into the correct classes.
- Any PALS user with division or school level access can complete the SDU process for your school.

OPTION 2: ENTER STUDENT DATA MANUALLY

- If choosing this option, you will need to first create teachers' accounts and assign them classes ([click here](#) for those instructions).
- [Click here](#) for instructions on how to enter students into your account manually.
- Any PALS user with division- or school-level access can add or update student records for your school.

Step 4: Preset the assessment form for the testing window (optional).

- Administrators may choose to preset the form (A or B) for the entire district, using the [instructions here](#), to make sure all teachers are using the same. If you use only PALS-PreK, this is not needed, as it has only one form.

Step 5: The PALS Online System contains basic tutorials that are available to all PALS Base and Premier users. Click on "Tutorials" on the left sidebar in your account to view them.

- Premier users also have access to professional development and courses found [here](#). Sign in using your registration code (found in your welcome email) to begin accessing the information.
- Teachers can create their own accounts by using the same email address that they use to log into the PALS Online System.

Make sure to review this year's [recommended assessment calendar](#).