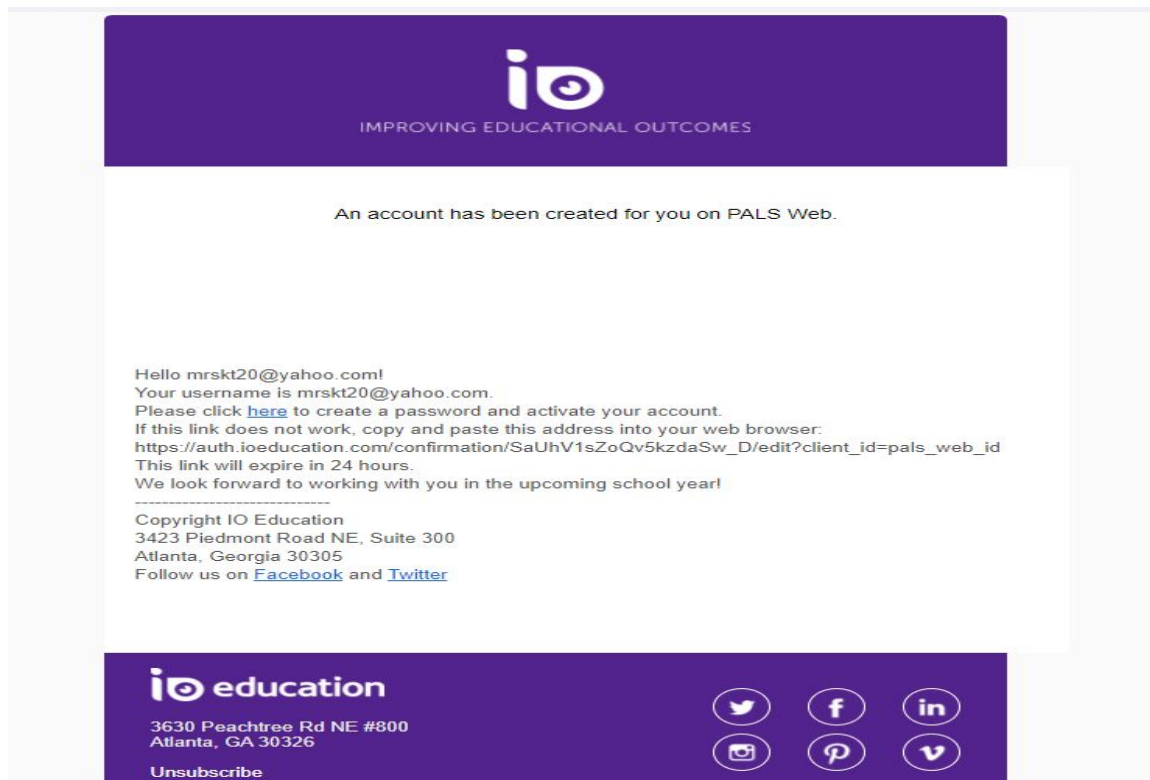


Creating and Managing PALS Online Accounts

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 Illuminate Education product, use the same password if you're using the same email to log in.

See following pages for further instructions for school-level users.

Instructions for Principals & other school-level users creating a new PALS Online account:

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

Click on “Manage Accounts”. This will take you to a page where you can create school-level and teacher-level user accounts.

School Home Page

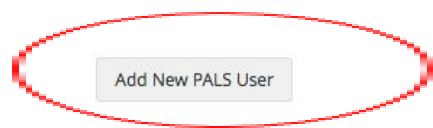
Choose State > Choose Division > County Public Schools, VA > School List > Elementary School

The screenshot shows a dashboard with several buttons. The 'Manage Accounts' button, which features a person icon, is circled in orange. Other buttons include 'Classes' (bell icon), 'School Reports' (list icon), 'Instructional Resources' (book icon), 'Download Data Files' (download icon), 'Download Quick Checks Data Files' (download icon), 'Literacy Groups' (group icon), 'Intervention Groups' (group icon), and 'PALS Resource Center' (book icon).

Next, click on “Add New PALS User” on the *Manage Accounts* page, the “Create New PALS User” window will open.

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

Enter the user's name and email address, and then select whether you would like to assign a school-level role or a classroom (if a teacher). Then click on "Add New User." This will automatically assign this user to a School or Teacher Role. 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)		

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

Choose State > Choose Division > Waukesha > School List > Banting El > 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 ▾

De Niro

Enter

Include Deactivated Accounts

Current School Roles

Search Results

Robert DeNiro
RDeNiro@hollywoodschoools.net
Add School Role



If assigning an existing teacher a class... select “teacher and Classes” and then enter the teacher’s last name, and then enter, or you can also click on the “Last Years Teachers” tab to find the teacher.

Manage Accounts

Add New PALS User

Choose State > Choose Division > Waukesha > School List > Banting El > 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 ▾

De Niro

Enter

Include Deactivated Accounts

Current Teachers

Last Years Teachers

Search Results

Robert De Niro
RDeNiro@hollywoodschoools.net
Add classes / Modify Users



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

Robert

Old Email

RDeNiro@hollywoodschoools.net

Last Name

De Niro

New Email

Update

Close

Current Classes

Add 2018 - 2019 Class

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

Close