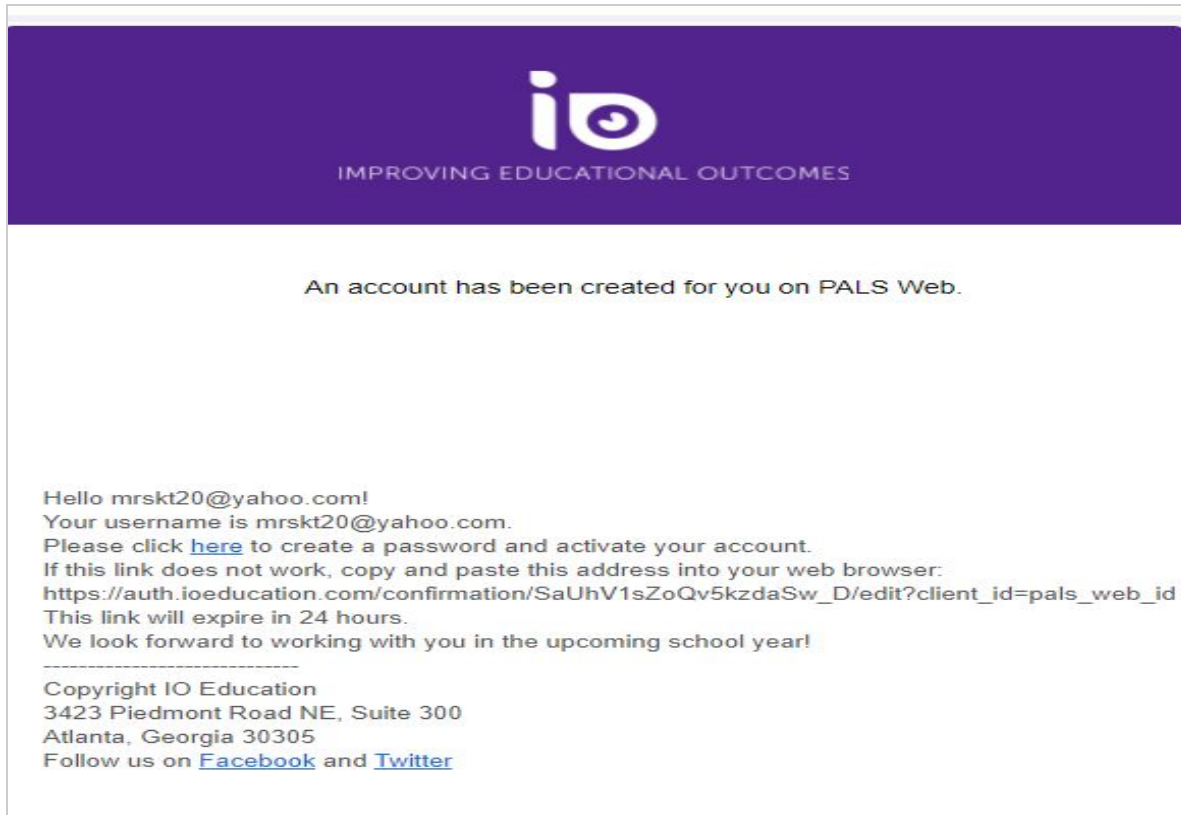


Creating and Managing PALS Online Accounts *for Administrators*

If a staff member does not have a PALS Online account yet, they will need a school or district administrator to create one for them (see instructions for administrators below.) A teacher-level PALS account will also need to have a class assigned for the current school year before the account becomes accessible.

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



Once a password has been created, the user can visit the PALS Online System 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.

Creating a New PALS Online Account

Summary for creating new division-level accounts:

(from the Division Home Page)

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 creating new principal, other school-level user, and teacher accounts*:

(from the Division Home Page)

1. Click on *Schools*.
2. Select the school in which you are adding a new user.

(continue/start from the School Home Page)

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 account.

*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 PALS Online Accounts

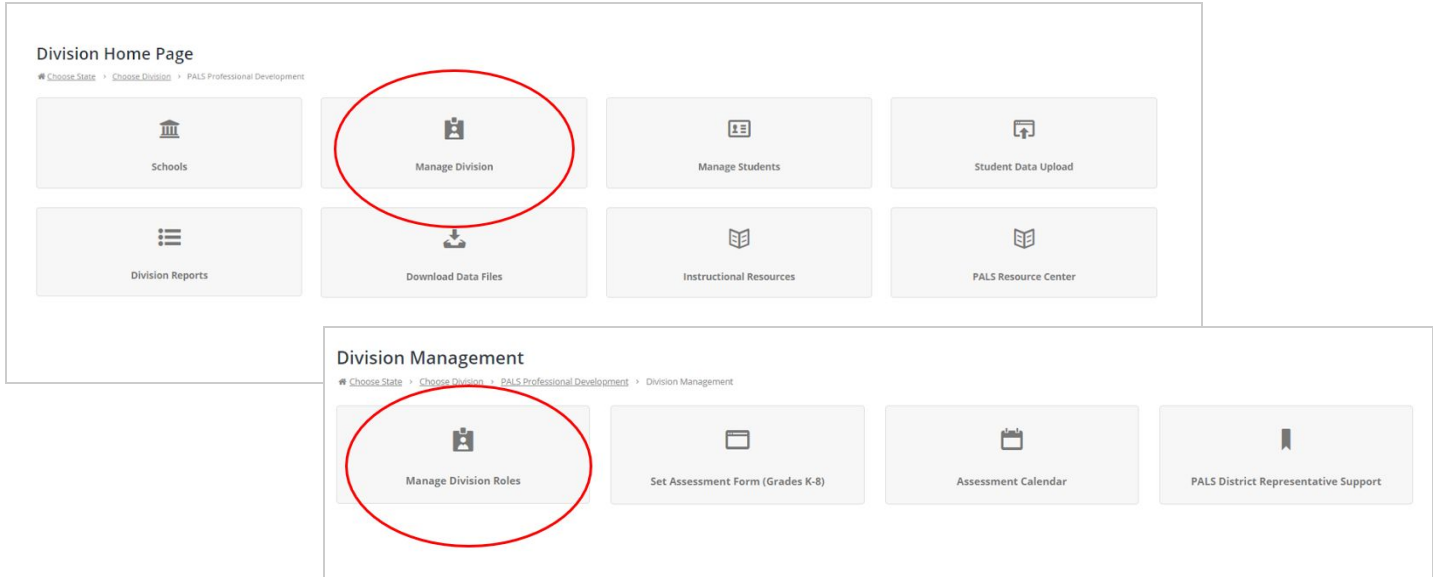
Administrators with district-level access as the division representative can create and manage accounts for new users in the PALS Online System by using the *Manage Divisions* tile on the Home Page.

See below for instructions for the following processes:

1. CREATING A PALS USER ACCOUNT FOR A DIVISION-LEVEL USER
2. ASSIGNING AN ADMINISTRATOR ROLE TO AN ALREADY-EXISTING ACCOUNT
3. CREATING A PALS USER ACCOUNT FOR A PRINCIPAL, OTHER SCHOOL-LEVEL USER, OR TEACHER
4. ASSIGNING A SCHOOL ROLE OR CLASS (TEACHER ROLE) TO AN EXISTING ACCOUNT

1. CREATING A PALS USER ACCOUNT FOR A DIVISION-LEVEL USER

Click on *Manage Division* from the *Division Home Page*, and then click on *Manage Division Roles*.



You will see a button that says *Add New Division User*. Click on that, 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

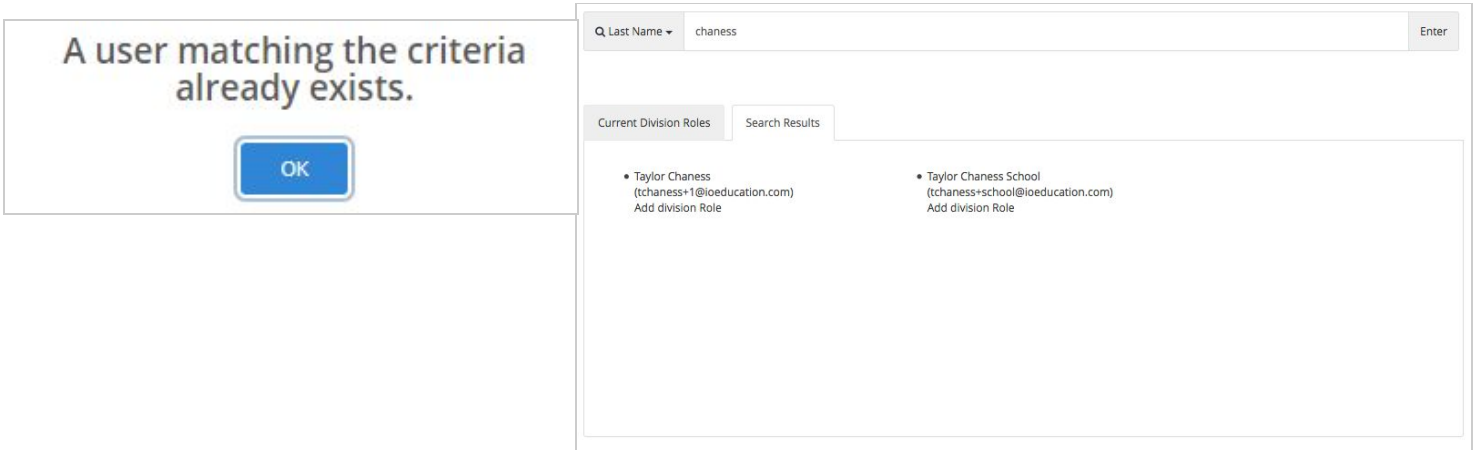
First Name

Last Name

Email

2. ASSIGNING AN ADMINISTRATOR ROLE TO AN EXISTING ACCOUNT:

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

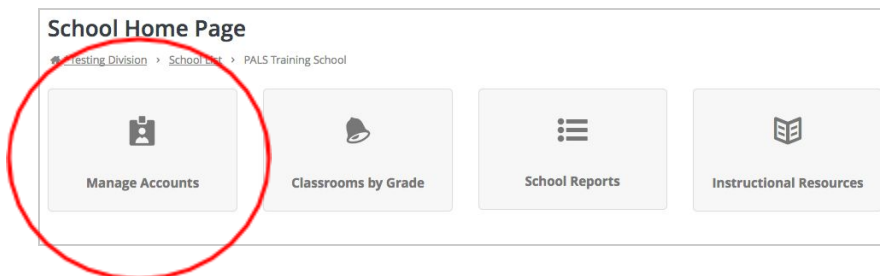


The screenshot shows a user search interface. On the left, a message box states "A user matching the criteria already exists." with an "OK" button. On the right, a search bar contains "channess" and an "Enter" button. Below the search bar, there are two tabs: "Current Division Roles" and "Search Results". The "Search Results" tab is active, displaying two search results:

- Taylor Channess (tchanness+1@ioeducation.com) Add division Role
- Taylor Channess School (tchanness+school@ioeducation.com) Add division Role

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

Click on *Schools*, then click on a school name, and then click on *Manage Accounts*. To create school-level and teacher accounts, click *Add New PALS User*:



The screenshot shows the "School Home Page" for "PALs Training School". The breadcrumb trail is "Resting Division > School List > PALs Training School". There are four main navigation buttons:

- Manage Accounts** (circled in red)
- Classrooms by Grade**
- School Reports**
- Instructional Resources**

After clicking on *Add New PALS User*, 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 prompt him/her complete the account set-up process.

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

From the *School Home Page*, click on *Manage Accounts*, and then use the Search bar next to the *School Roles* tab to search for the existing user. Select *Add School Role*, under the person’s name, 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

Teacher and Classes

Add School Role


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

Q Last Name ▾ channess Enter

Current School Roles

Search Results

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



Use the Search bar next to the *Teacher and Classes* tab to search for the existing user. Select *Add Classes / Modify User* to assign this 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 ▾ channess Enter

Current Teachers

Last Years Teachers

Search Results

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



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:

Update Close

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)		

Update Close