

Managing PALS Division Level Roles









for division representatives only

Log in to your PALS Online account at www.palsk8.com.

The division representative can manage division level roles in the PALS Online System by clicking on the *Manage Division* tile on the Division Home Page:

Division Home Page





[Choose State](#) > [Choose Division](#) > *Testing Division

 Schools	 Manage Division	 Manage Students	 Student Data Upload
 Division Reports	 Download Data Files	 Instructional Resources	 PALS Resource Center

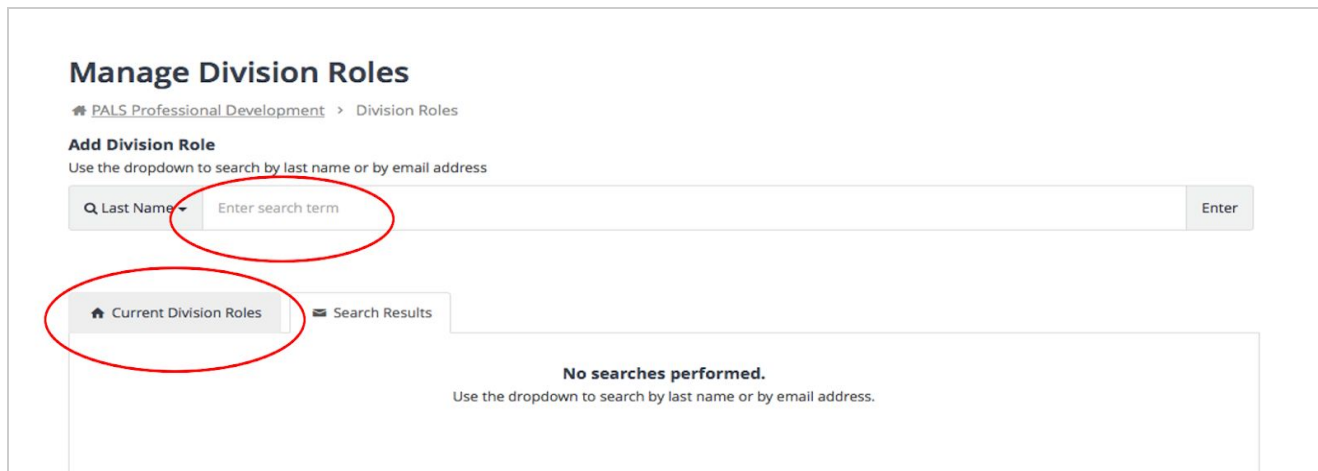
Then click on the *Manage Division Roles* tile.

Division Management

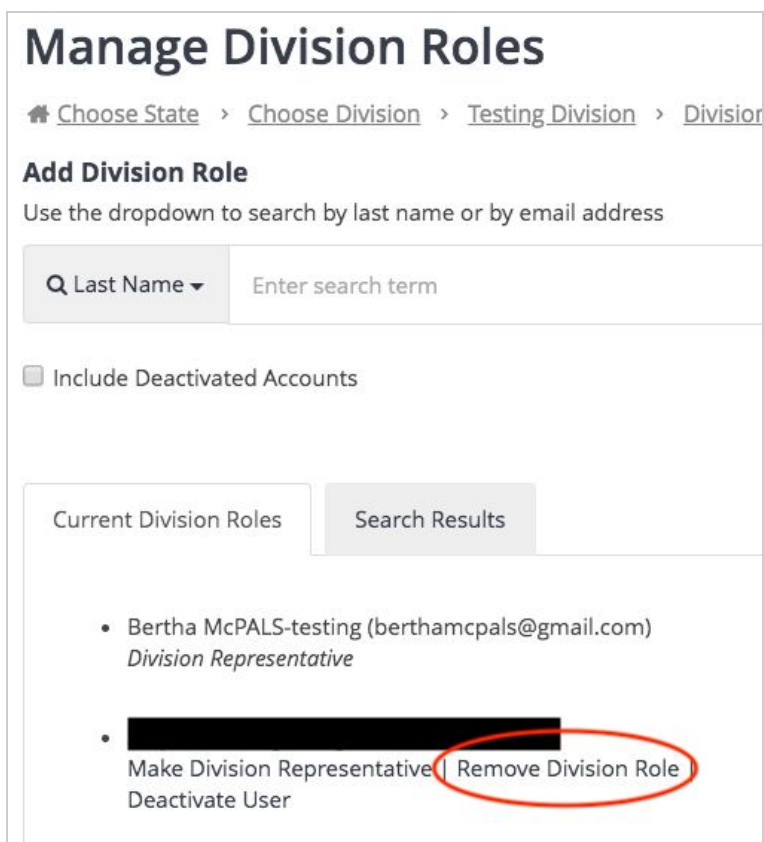
[Choose State](#) > [Choose Division](#) > *Testing Division > Division Management

 Manage Division Roles	 Set Assessment Form	 Assessment Calendar	 PALS District Representative Support
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Here, you can see which users have division roles and search for any existing user accounts in your division.



To unassign a user's division role, click the *Remove Division Role* link under the user's name.



Or, you can use this feature to add a division role for a user who does not already have one by searching, and then selecting *Add division Role*.

Add Division Role
Use the dropdown to search by last name or by email address

Q Last Name ▾ chaness Enter

Current Division Roles Search Results

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

To add a division role for a user who does not already have an account, use the *Add New Division User* feature.

Manage Division Roles Add New Division User

*Testing Division > Division Roles

Add Division Role
Use the dropdown to search by last name or by email address

Input the new user's information and select *Add New User*.

Create New Division User

First Name

Last Name

Email

Cancel Add New User

User has been successfully created

OK

Once the user has been successfully created, search for the new user using the search bar, and select *Add division Role*.

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

Q Last Name ▾ practice Enter

Current Division Roles Search Results

- Practice Practice
(practicetest@ioeducation.com)
Add division Role

The new division level user should now appear in the tab labeled *Current Division Roles*.

