Instructions for adding users in Educator Portal manually

The following instructions are for adding a user in Educator Portal manually via the user interface. If you need to add multiple users, it may be faster to use the User Upload template found at User Upload Template. Please see section Manage User Data in the *Data Management Manual* located at DLM Data Management Manual for specific directions.

Roles have changed for the 2016-17 year. Please see section Manage User Data in the *Data Management Manual* for a list of current roles and the level of permission within Educator Portal for each role.

1. Select the "Settings" tab.

2. Select the "Users" tab.

3. Select "Add User" from the drop down menu.

USER INFORMATION

FIRST NAME:*

LAST NAME:*

EMAIL ADDRESS:*

EDUCATOR IDENTIFIER:

4. Complete the user's information. Use the district work email for the email address. CDE recommends that the user's email address be used to complete the Educator Identifier field.

USER INFORMATION

FIRST NAME:*   LAST NAME:*   EMAIL ADDRESS:*

EDUCATOR IDENTIFIER:

SELECT ORGANIZATION & ASSIGN ROLES

STATE:*   Colorado

ASSESSMENT PROGRAM:*   DLM

ROLE:*   Select

| Select |
| Building Principal |
| Building Test Coordinator |
| Building User |
| Consortium Assessment Program Administrator |
| District Superintendent |
| District Test Coordinator |
| District User |
| Global System Administrator |
| HS |
| PD Admin |
| Scorer |
| Scoring Building Lead |
| Scoring District Lead |
| Scoring State Lead |
| State Assessment Administrator |
| State Scorer |
| State System Administrator |
| Teacher |
| Teacher: PNP Read Only |

DISTRICT:*

SCHOOL:*

Add

Edit	State		gion	District	School	Defau
	Select			Select	Select	

Save

5. After entering the user's information, select the appropriate role. Most users will have the role of "teacher."

USER INFORMATION

FIRST NAME:*

LAST NAME:*

EMAIL ADDRESS:*

EDUCATOR IDENTIFIER:

SELECT ORGANIZATION & ASSIGN ROLES

STATE:* Colorado ▾

ASSESSMENT PROGRAM:* DLM ▾

ROLE:* Teacher ▾

DISTRICT:* Training District ▾

Elementary School ▾

Add

Edit	State	Assessment Program	Role	Region	District	School	Defau
	Select ▾	Select ▾	Select ▾	Select ▾	Select ▾	Select ▾	
			◄ ◄ Page [ ] of 0 ►► ►│ 10 ▾				

Save

6. Complete the fields for district and school. Select the "add" button.

USER INFORMATION

FIRST NAME:*
| Roden |

LAST NAME:*
| K |

EMAIL ADDRESS:*
| KR@trainingdistrict.org |

EDUCATOR IDENTIFIER:
| KR@trainingdistrict.org |

SELECT ORGANIZATION & ASSIGN ROLES

STATE:* [Select ▼]

ASSESSMENT PROGRAM:* [Select ▼]

ROLE:* [Select ▼]

[Add]

Edit	State	Assessment Program	Role	Region	District	School	Defau
	[Select ▼]	[Select ▼]	[Select ▼]	[Select ▼]	[Select ▼]	[Select ▼]	
✏ 🗑	Colorado	DLM	Teacher		Training District	High School	◉

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[Save]

7. The user will appear in the list at the bottom of the screen. Check the information for accuracy. You can edit and/or delete the information at this point. If the user needs to be assigned to more than one school or needs more than one role, repeat the process and choose any necessary additional schools or roles.

8. For users with more than one role, click the radio button on the right to indicate the default role. For users with only one role, it will automatically fill.

9. Select "Save" before leaving the screen or the information will not be saved.

User with same educator identifier exists for organization Colorado.
USER INFORMATION

FIRST NAME:*
| margo |

LAST NAME:*
| allen |

EMAIL ADDRESS:*
| allen_m@cde.state.co.us |

EDUCATOR IDENTIFIER:
| allen_m@cde.state.co.us |

Duplicate Email Address found in system for another user

USER INFORMATION

FIRST NAME:*
mindy

LAST NAME:*
roden

EMAIL ADDRESS:*
roden_m@cde.state.co.us

EDUCATOR IDENTIFIER:

10. If a user already has an account with the same educator identifier or the same email address in Educator Portal, you cannot add the user to the system manually. You will need to list the user on the User Upload Template and upload the file to Educator Portal.