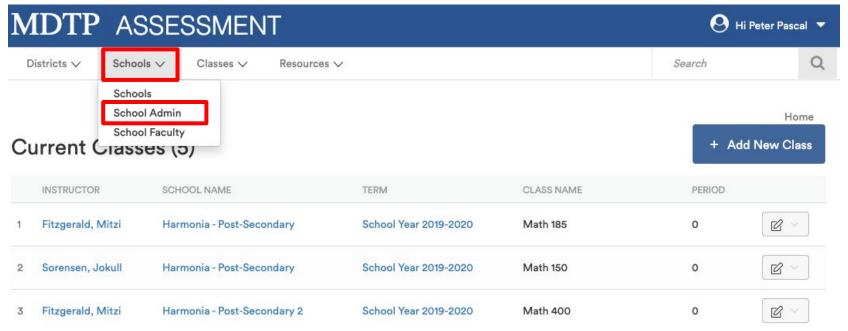
MDTP Assessment Tutorial

Adding School Admins

Note: You must be a district administrator or a school administrator to use this feature.

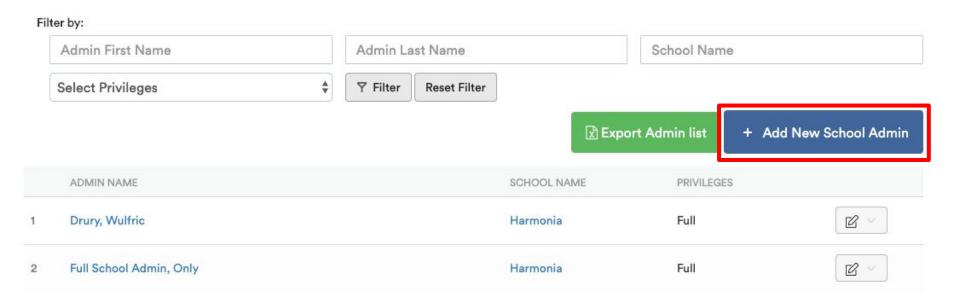


1) Select "Schools" in the top menu, then select "School Admin"

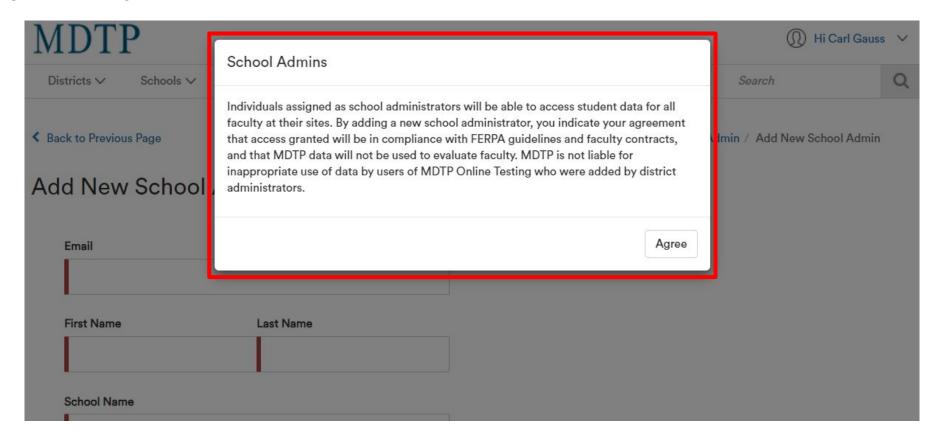


2) Select "Add New School Admin"

School Admins (4)



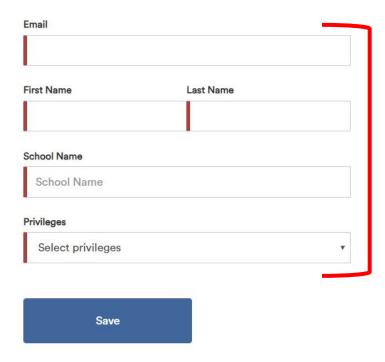
3) Notice a FERPA agreement appears. Be sure to read and fully understand compliance to data access guidelines before continuing the process of adding an administrator.



4) Populate required fields and select "**Save**". All characters in an email address must be lower case. Emails must be school or district affiliated. Private email addresses (ex. @gmail.com) cannot be added.



Add New School Admin



Note: Only a school administrator with Full Privileges will be able to add another school administrator with Full Privileges. A school administrator with Limited Privileges will only be able to add another school administrator with Limited Privileges.