

MDTP Diagnostic Support

Adding District Admins



Note: If you are not a district administrator with full access, you do not have access to this feature.

1) Click on “**Add an Admin**” in the top menu, then click on “**District Admin**”

A screenshot of the MDTP Diagnostic web application interface. At the top, the text 'MDTP DIAGNOSTIC' is displayed on the left, and 'Hi Only Full District Admin' with a dropdown arrow is on the right. Below this is a navigation bar with 'Districts', 'Schools', 'Classes', and 'Resources' dropdown menus, and a search bar. The main content area features a row of six buttons: 'Only Full District Admin', 'Add a School', 'Add an Admin', 'Add a Teacher', 'Add a Class', and 'Assign a Test'. The 'Add an Admin' button is highlighted with a red circle, and its dropdown menu is open, showing two options: '+ District Admin' (circled in red) and '+ School Admin'. Below the buttons is a section titled 'District Schools' with a list of schools: 'Director's Office', 'Harmonia', and 'Harmonia 2'. To the right of the list is a circular sunburst chart with segments labeled 'Sunnyv...', 'Harmonia', '6M', '5R', 'GR', 'AM', '6M', '8M', and '7M'. The 'Harmonia' segment is highlighted in green.

2) Populate required fields and click “**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.



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Add New District Admin

Email

First Name

Last Name

District Name

Privileges

Save

Cancel