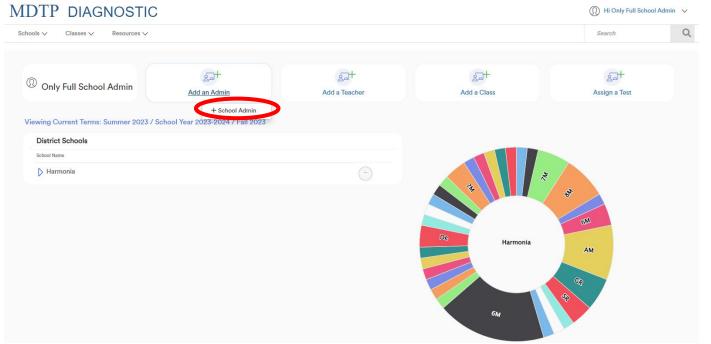
**MDTP Diagnostic Tutorial** 

## **Adding School Admins**

Note: An account must be a full district admin or full school admin to use this feature.

1) Click on "Add an Admin" on the dashboard. Then select School Admin".



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

MDTP DIAGNOSTIC		Q
	School Admins	
Schools V Classes V Resources V Classes V Resources V Add New School Admin	Individuals assigned as school administrators will be able to access student data for all faculty at their sites. By adding a new school administrator, you indicate your agreement that access granted will be in compliance with FERPA guidelines and faculty contracts, and that MDTP data will not be used to evaluate faculty. MDTP is not liable for inappropriate use of data by users of MDTP Online Testing who were added by district administrators.	S Dashboard / Schools / School Admin
Email	Agree	
First Name Last Nam		

3) Populate required fields then 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.

MDTP DIAGNOSTIC				🕦 Hi Only Full School Admin 🗸 🗸		
Schools ∨ Classes ∨ Res	sources V				Search	Q
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School Name Privileges						
Select privileges		~				
Save	Cancel					