

# MDTP Diagnostic Support

## Adding District Admins



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

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

MDTP

Hi Peter Pascal

Districts Schools Classes Resources Search

Districts  
District Admin

Home  
+ Add New Class

	INSTRUCTOR	SCHOOL NAME	TERM	CLASS NAME	PERIOD	
1	Sorensen, Jokull	Harmonia	School Year 2019-2020	Sorensen 7th Grade Per 1	1	
2	Fitzgerald, Mitzi	Harmonia	School Year 2019-2020	Math 185	0	
3	Sorensen, Jokull	Harmonia	School Year 2019-2020	Sorensen 8th Grade Per 2	2	

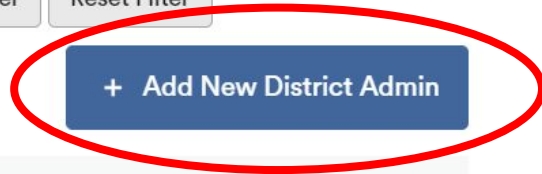
2) Click on “+ Add New District Admin”





## District Admins (2)

Filter by:

Filter

Reset Filter



	ADMIN NAME	DISTRICT NAME	PRIVILEGES	
1	Gauss, Carl	Sunnyverse Unified	Limited	 
2	Pascal, Peter	Sunnyverse Unified	Full	 

3) 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.

### Add New District Admin

The form contains the following fields:

- Email:** A single-line text input field.
- First Name:** A text input field.
- Last Name:** A text input field.
- District Name:** A text input field with the placeholder text "District Name".
- Privileges:** A dropdown menu with the placeholder text "Select privileges".
- Buttons:** A blue "Save" button and a white "Cancel" button.

A red bracket on the right side of the form groups the Email, First Name, Last Name, District Name, and Privileges fields. A red circle highlights the "Save" button.

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