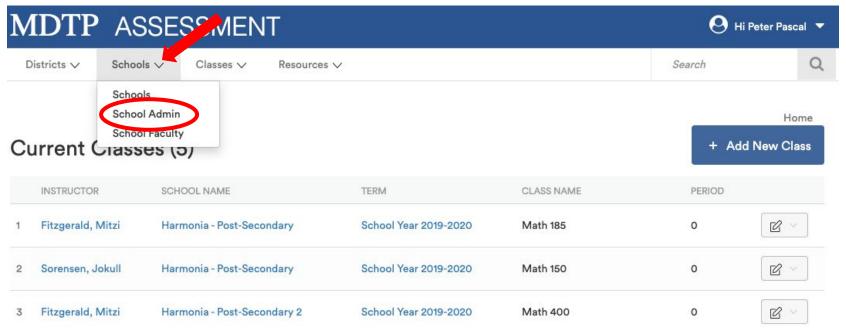
## **MDTP Assessment Tutorial**

## **Adding School Admins**

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

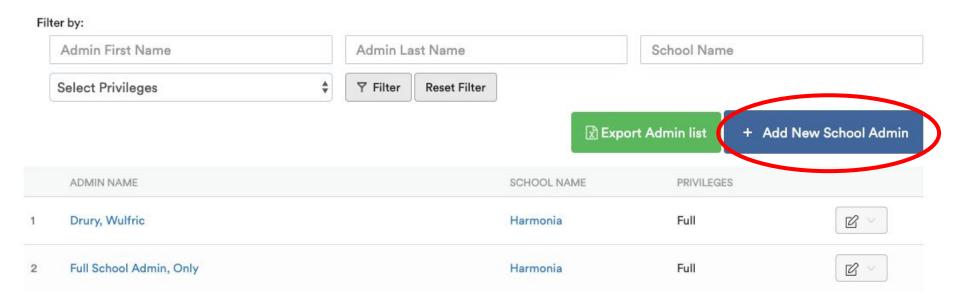


1) Click on "Schools" in the top menu, then click on "School Admin"

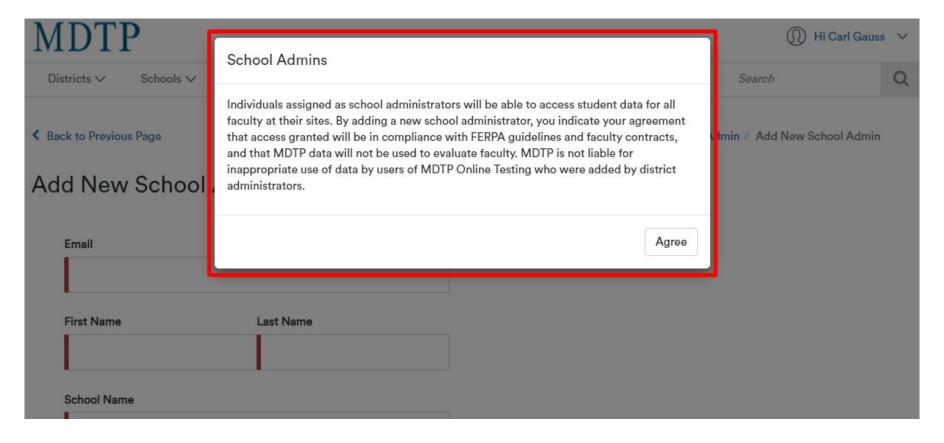


2) Click on "Add New School Admin"

## 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 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 School Admin

