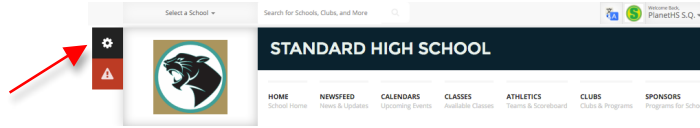
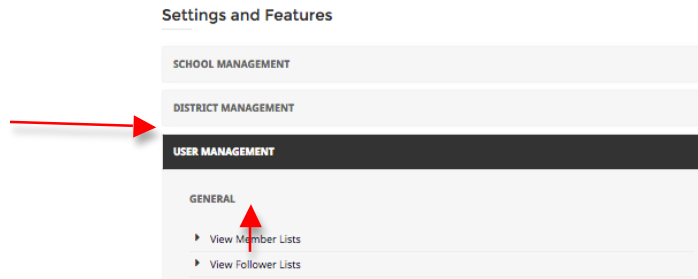


## Creating Accounts and Assigning Permissions User Management- School Dashboard

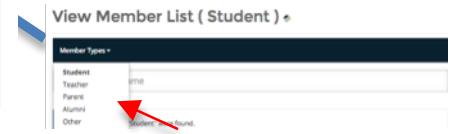
- Once logged in, click on the School Dashboard settings wheel located near the top left-hand corner of your page



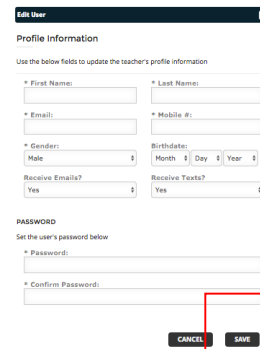
- Click on the *User Management* section



- Click on *View Member List*
- Choose teacher as the *Account Type*
- Near the bottom of the list, click *Create User* button



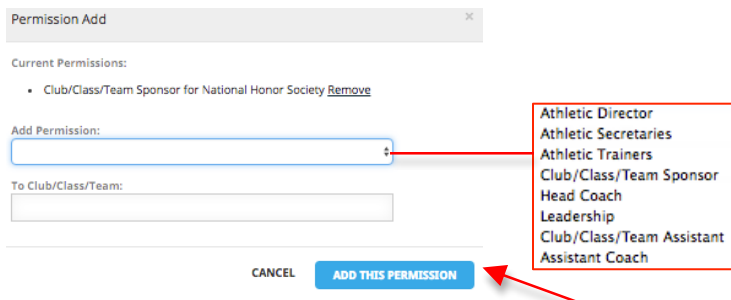
- Complete User Profile Information, Click Save
  - You have now created this person's account



- Click on the green plus sign (+) for the person you wish to assign permissions

paul, pierre	(ACS Wireless)	Yes	No	06/02/2016 @ 09:04 AM	+	x
Teacher, Standard		Yes	No	11/20/2014 @ 11:57 AM	+	x

- Select the permission for this specific user
  - If Athletic Director or Athletic Secretary is chosen, leave the Club/Class/Team field blank
  - If assigning Club, Class, or Team Sponsor Permissions/Head Coach, type the name of the Club/Class/Team (CCT) and select the CCT from the dropdown list that appears
- Click the *Add This Permission* button.



Permission Add

Current Permissions:

- Club/Class/Team Sponsor for National Honor Society [Remove](#)

Add Permission:

To Club/Class/Team:

- Athletic Director
- Athletic Secretaries
- Athletic Trainers
- Club/Class/Team Sponsor
- Head Coach
- Leadership
- Club/Class/Team Assistant
- Assistant Coach