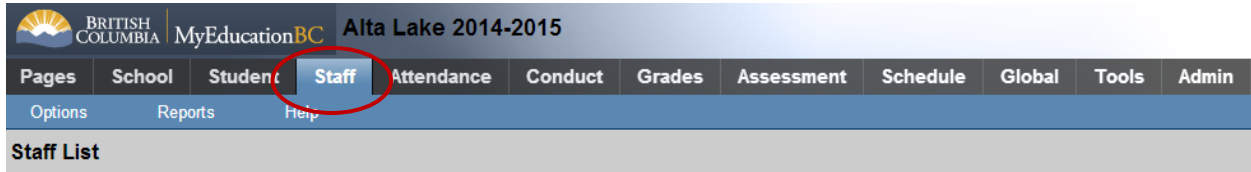


How to Assign Usernames and Passwords

This quick reference guide will cover the steps for mass assigning usernames, passwords and roles to your staff.

First Steps

1. Create the Staff Member(s) in the staff tab



2. Ensure that each staff member has a unique email address in the primary email address field

The screenshot shows the 'Staff List :: Linden, Trevor' details form. The form has a 'Details' tab and a 'Save' button. The 'Legal first name' field contains 'Trevor', 'Legal middle name' is empty, and 'Legal last name' contains 'Linden'. The 'Suffix' field is a dropdown menu. The 'Gender' field is a dropdown menu. The 'Date of birth' field is empty, with an 'Age' field next to it. The 'Home phone', 'Work phone', and 'Cell phone' fields are empty. The 'Primary email' field contains 'Trevorlinden@18.com' and is circled in red.

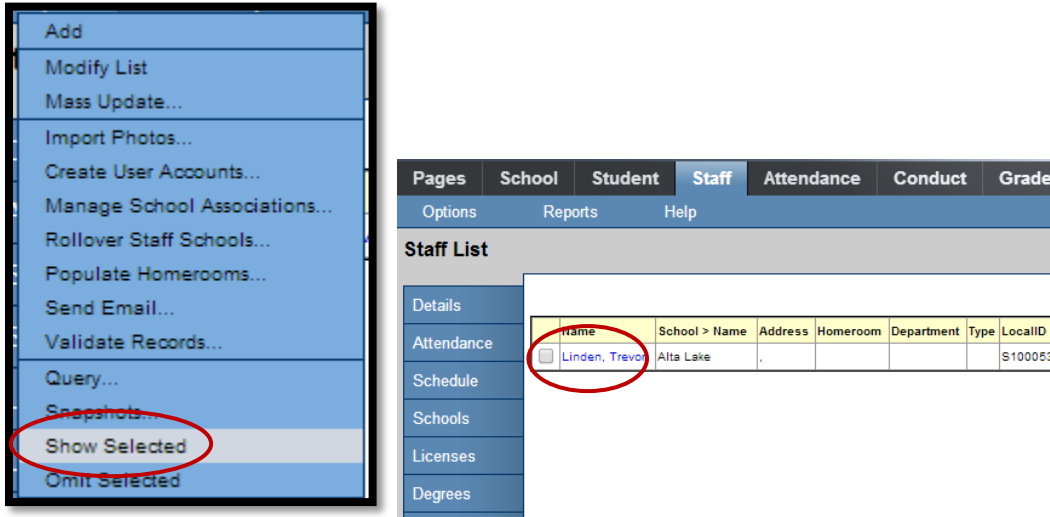
Once the staff and email are created, usernames and passwords can be generated.

1. Staff Top Tab
2. Select the staff member(s) that need usernames and passwords by placing a check mark next to the name. This set of staff members will be assigned the same role, IE teacher.

The screenshot shows the 'Staff List' table in the MyEducationBC interface. The table has columns for 'Name', 'School > Name', 'Address', 'Homeroom', 'Department', 'Type', 'LocalID', 'Year', 'Initials', and 'LegalLast'. The 'Linden, Trevor' row is selected and has a checkmark in the first column.

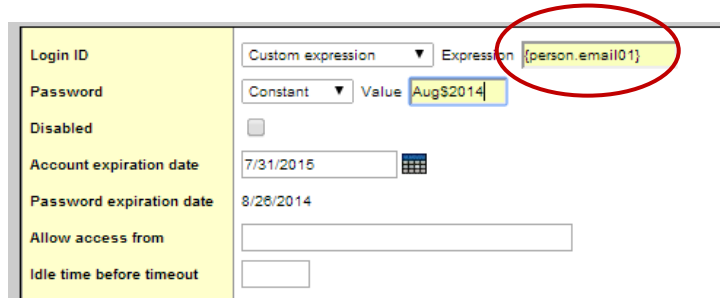
	Name	School > Name	Address	Homeroom	Department	Type	LocalID	Year	Initials	LegalLast
<input type="checkbox"/>	Kouwenberg, Adam	Alta Lake	.				S1000249			Kouwenberg
<input checked="" type="checkbox"/>	Linden, Trevor	Alta Lake	.				S1000530			Linden
<input type="checkbox"/>	Smit, Andrew	Alta Lake	.				S1000250			Smit

3. Click Options → Show Selected *****This step is critical. All staff members will be assigned the same role if not completed*****



*****only the users that need user accounts should be displayed after show selected*****

4. Click Options → Create User Accounts
5. Current Selection count should be the number of staff members to be assigned the role.
6. Login ID: Custom Expression
 - a. Enter **{person.email01}**
7. Password: Mnemonic = random expression / Numeric = Alpha Numeric / Constant = User defined



8. Leave everything else as is. The users will need to create a new password upon first login
9. Click Next
10. Assign roles. Click the Add button to add roles. The most common roles are:
 - a. Teacher
 - b. School Admin
 - c. Clerical – School Admin Assistant
11. Click Next once all roles have been assigned.
12. Finish