



Administering student accounts guide

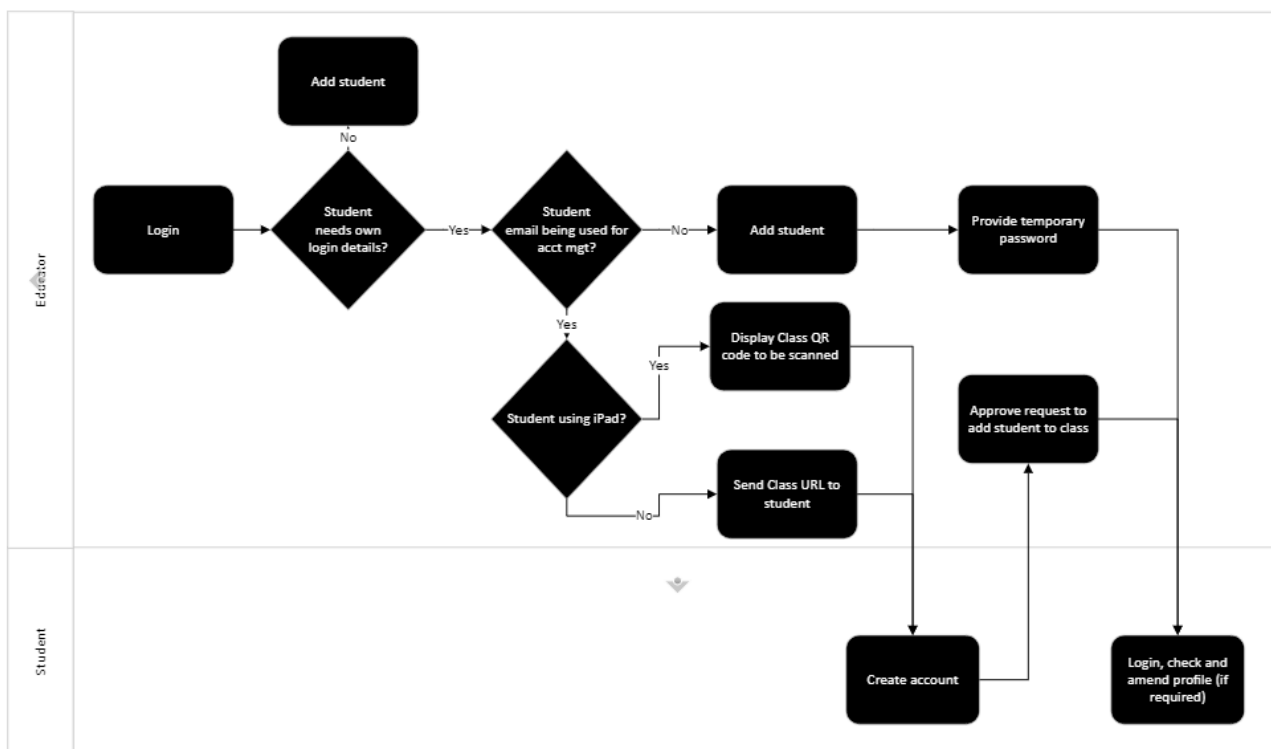
Version 1.0

Description

Following are the steps for educators to follow when they are managing the students assigned to their class, supporting them to be able to access the program, and update their account details.

Creating a student account

Process Summary



Steps

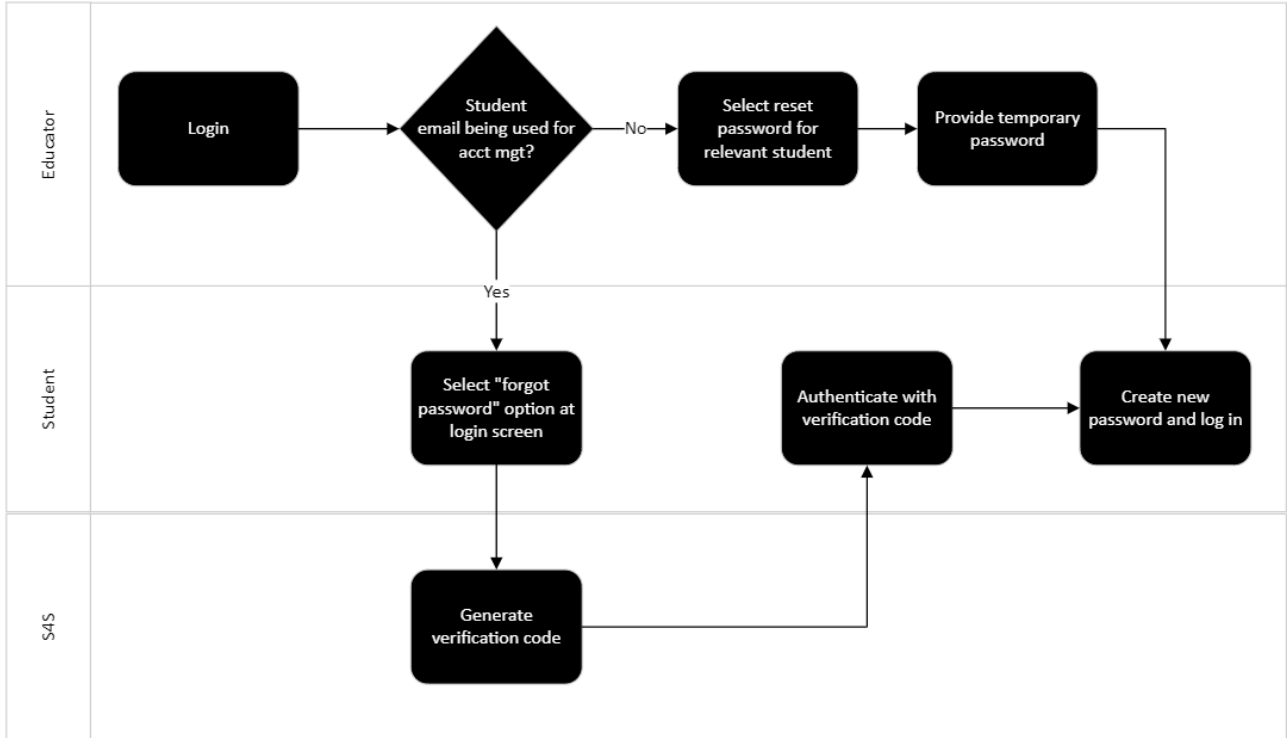
1. Log in to Switch4Schools and navigate to the Admin section. (see below)





Demo

Resetting a student password

Process Summary



Steps

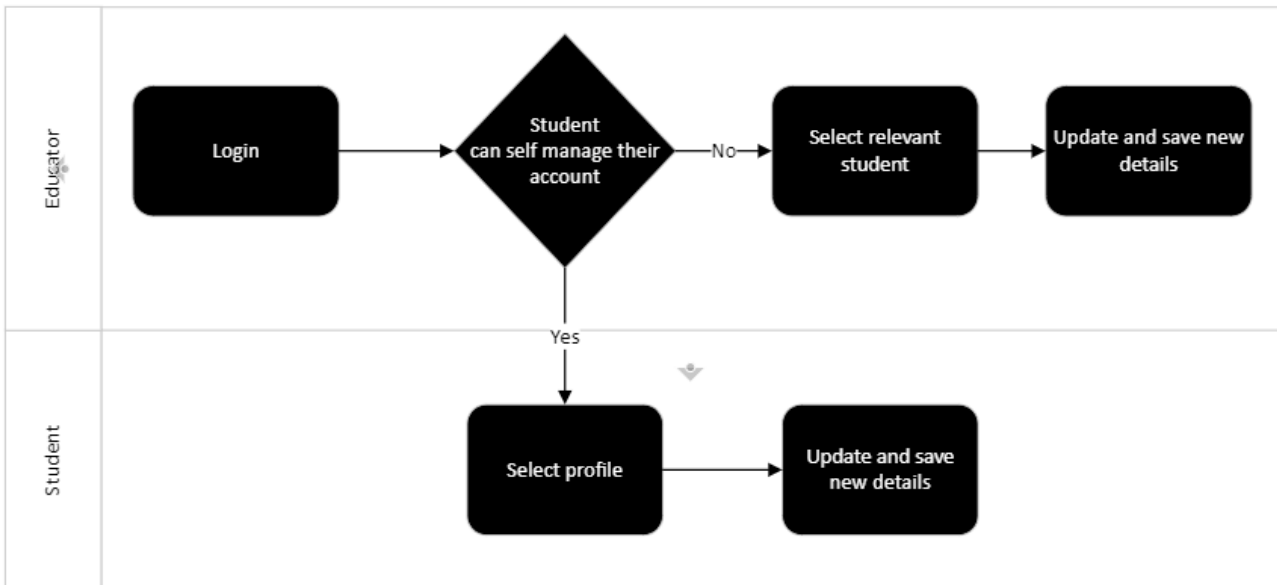
1.	<p>Log in to Switch4Schools and navigate to the Admin section. (see below)</p> 
2.	<p>If the student is unable to reset their own password, select the relevant student from the list of active students, and select the reset password options. See example.</p> 






<p>3.</p>	<p>Provide the temporary password to the student. See example. They can then log in using their nickname and this temporary password. They will be prompted to create their new password.</p>	<p>jimmy22's password has been reset.</p> <p>Password is: Switch1328881</p> <p>The password has been copied to your clipboard, please send it to jimmy22. Once you have closed this alert you will not be able to see the temporary password again.</p> <p>Ok</p>
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Editing a student account

Process Summary



Steps

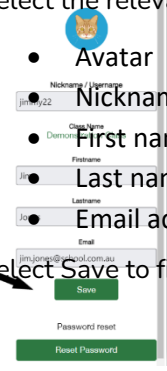
<p>1.</p>	<p>Log in to Switch4Schools and navigate to the Admin section. (see below)</p> 
<p>2.</p>	<p>If the student is unable to manage their own profile settings, select the relevant student from the list of active students, and select edit. See example.</p> <p>Tip: You can update your account settings the same way as students, via the profile section.</p> <div style="display: flex; justify-content: space-around; align-items: center;"> <div style="text-align: center;">  <p>Profile</p> </div> <div style="text-align: center;">  </div> </div>



3. Select the relevant fields to be updated and make necessary adjustments, including:

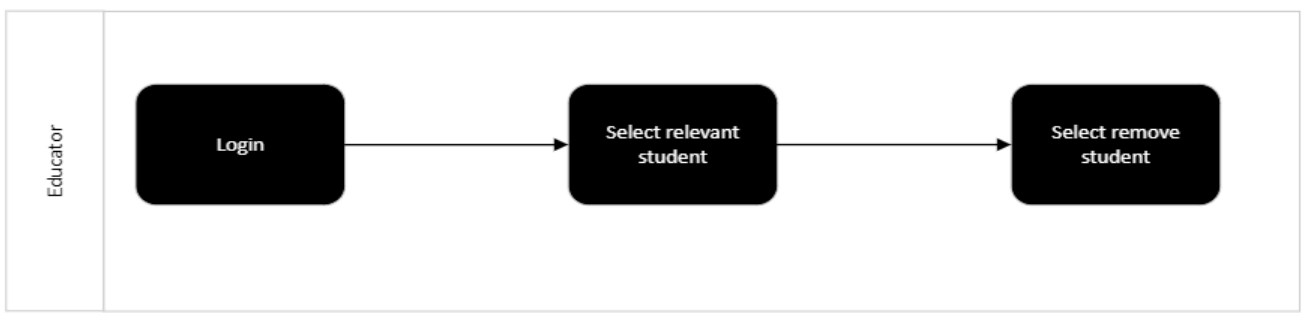
- Avatar
- Nickname
- First name
- Last name
- Email address

Select Save to finish. (see example)




Removing a student account

Process Summary




Steps

1. Log in to Switch4Schools and navigate to the Admin section. (see below)



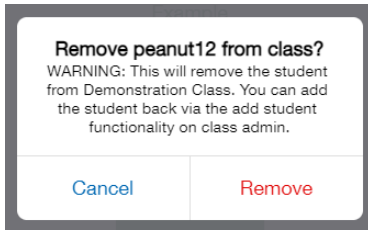
2. Select the relevant student from the list of active students, and then select remove student. See example.

Note: Students will only be removed from the class, not deleted from the program, so they can easily be added to a different class by their new teacher. If a student account needs to be removed in full (say because it was created in error) please contact support@switch4schools.com.au to assist.




3.

Select Remove to confirm you would like to remove them from your class. See example.



Where to go for help

If things aren't working quite right there is a list of recommended troubleshooting steps here:

<https://www.switch4schools.com.au/troubleshooting>

Otherwise, feel free to chat to your program coordinator and/or reach out to the Switch4Schools team via email at support@switch4schools.com.au (there's a link in the profile section of the app too).

