Children's University Online:

Creating accounts for school staff

This is a step by step guide on how to add your colleagues to Children's University Online. If you are the key Children's University coordinator in your school, you will have been set up with an account by your Children's University Manager.

Once you have logged in you will be able to set up colleagues with accounts, so that they can have access to Children's University Online

What you'll need

In order to create staff accounts you will need the following information.

- Full name of the member of staff you would like to add
- Email address
- Contact number

Step 1

- Go to www.childrensuniversity.co.uk and look for the word *Login* at the top right. Choose to login as staff and enter your details, your username will be your email address and you will have set your password when following the prompts of the welcome email sent by your Children's University Manager, if you do not have a log in you can contact them and they will send you the information needed to set up your account. If you have forgotten your password, simply click *Forgotten Password* and follow the instructions

Step 2

- Once you have logged in you will be taken to your Children's University Online dashboard. Under *School Staff*, click *Add*
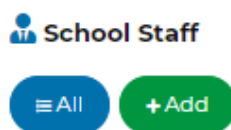
Step 3

- Fill out the form with the relevant information and press *Submit*
- The form asks you to select a *User Type* in most instances you will want to set up your colleagues as a *School Admin*. This will allow the user full admin rights, including setting up/editing children's accounts and the ability to add and edit activities.
- If you choose to set up a colleague as a *School User,* they will be able to log on to their dashboard and see children's data and reports, however they will not be able to edit any information or create children's accounts/add activities

Step 4

- Once the information has been submitted you will be taken to a list view where you will be able to view all staff accounts.
- The member of staff will be sent an automatic email with further information required to finish setting up their account
- If the email is not received, their account activation will need to be done manually. This can be done by clicking *Get activation link.* This provides a link that will need to be copied and pasted into a browser you will then need to follow the prompts to set up the member of staff's password information. Once you have shared this they will need to log on and change their password

Common issues

- Please make sure you fill out all the information required.
- Occasionally the automated email will be blocked by a firewall if this is the case you will need to use the *Get activation link* to finish setting up the account

Sorry, I still don't understand!

- Contact Digital Inclusion Officer Cordelia Howard
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