


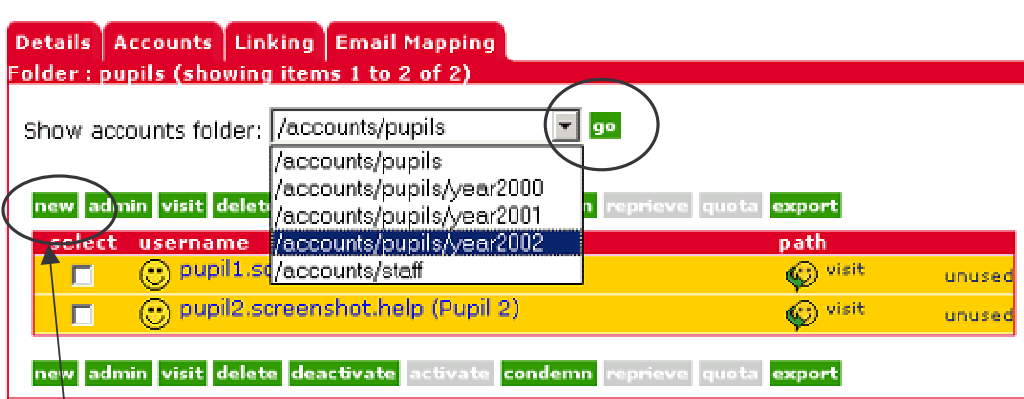
Creating Individual Accounts

How do I create individual accounts and set them to private?

1. **log in** with the portal administrator username and password
2. Ensure you are viewing the school homepage (click 😊)
3. Hover your mouse over the **Tools** menu in the digitalbrain toolbar and click on  Account administration
4. Click on the 'Accounts' tab in the Account Administration screen

Details **Accounts** **Linking** **Email Mapping**

5. Use the drop-down menu to select the type of account required and click **go**. (e.g. accounts/pupils/year 2002 and **go**). It is only possible to select a year of intake for a new pupil account, if the year of intake already exists (i.e. a bulk upload has been performed for this year)



Folder: pupils (showing items 1 to 2 of 2)

Show accounts folder: /accounts/pupils **go**

select	username	path
<input type="checkbox"/>	😊 pupil1.sc	/accounts/staff visit unused
<input type="checkbox"/>	😊 pupil2.screenshot.help (Pupil 2)	visit unused

new **admin** **visit** **delete** **deactivate** **activate** **condemn** **reprieve** **quota** **export**

6. Click **new**. The screen displayed on the following page will appear:

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7. Enter the details of the account in the appropriate boxes

New >  Digitalbrain account

Step Location
2:

Create in: Current Folder: accounts/pupils/year2002
 Staff Folder
 Pupil Folder

Enter the new account details

Note: the username will include the indicated prefix and/ or suffix. You must fill in all the fields marked *:

firstname *

lastname *

nickname

email

gender *

age *

username .screenshot.help *

What would you like as your password?
 (minimum 6 characters)

password *

password again
 (to double check) *

private account

MIS ID
 (if known)

8. To ensure that the account can only be accessed and viewed by the account owner and the administrator, select the box to the right of 'private account'

9. The 'MIS ID' field is optional, however this information **must be included** if you intend to run the Course Builder process as it is used to place students or staff on their correct courses. You should enter the account owner's unique MIS number (sometimes called enrolment number or admission number).

For more information on the Coursebuilder process please visit our Customer Support site <http://customersupport.digitalbrain.com>

10. When you have completed all the necessary fields, click

The newly created account will now only be accessible by the administrator and the account owner

For help with setting **all existing** pupil or staff accounts to private, please see the digitalbrain online help file entitled 'How do I set all my existing accounts to private?'