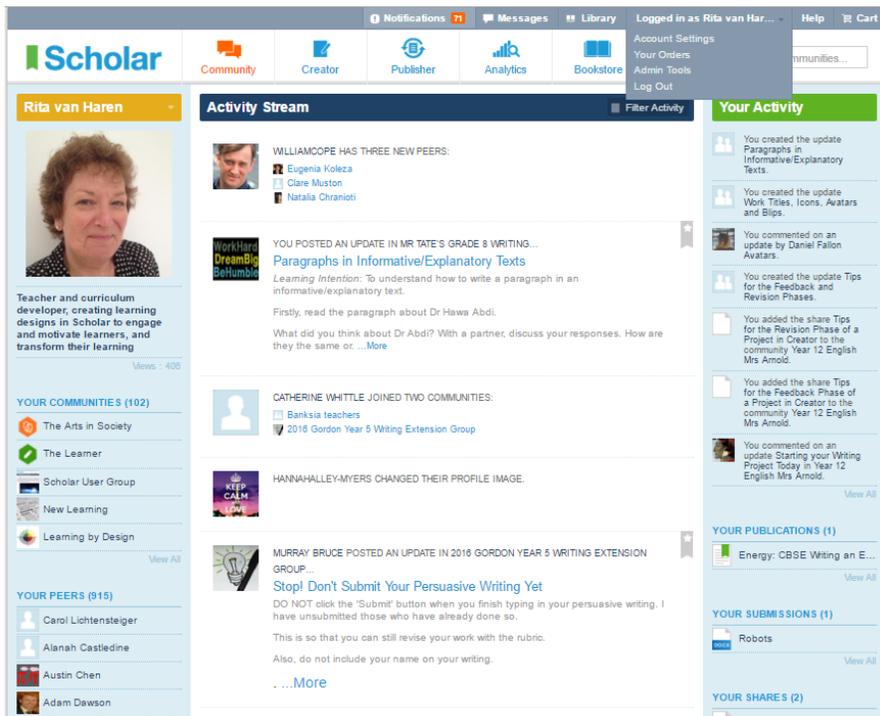
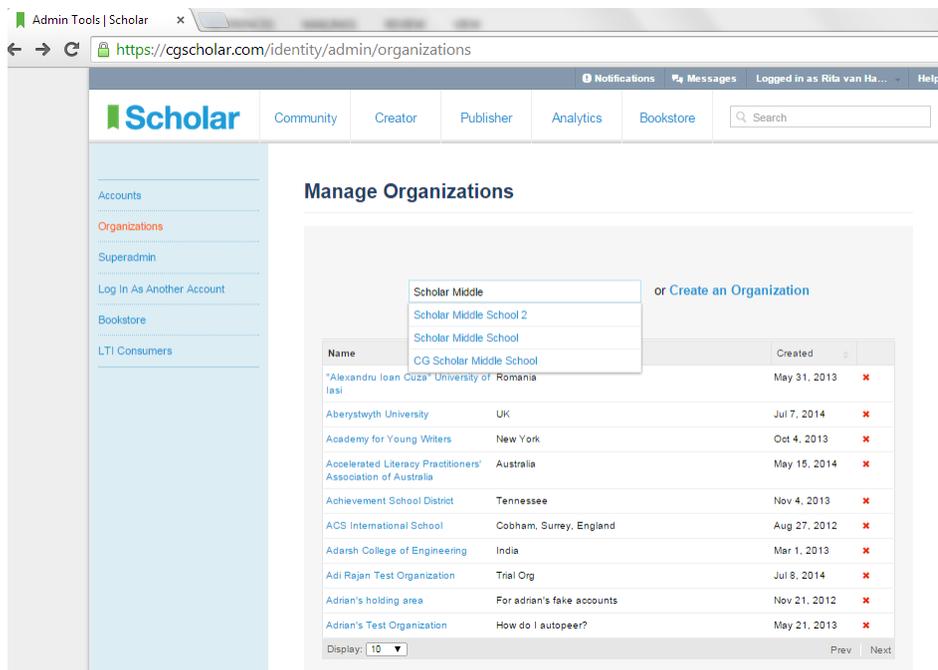


Setting up and Managing Accounts

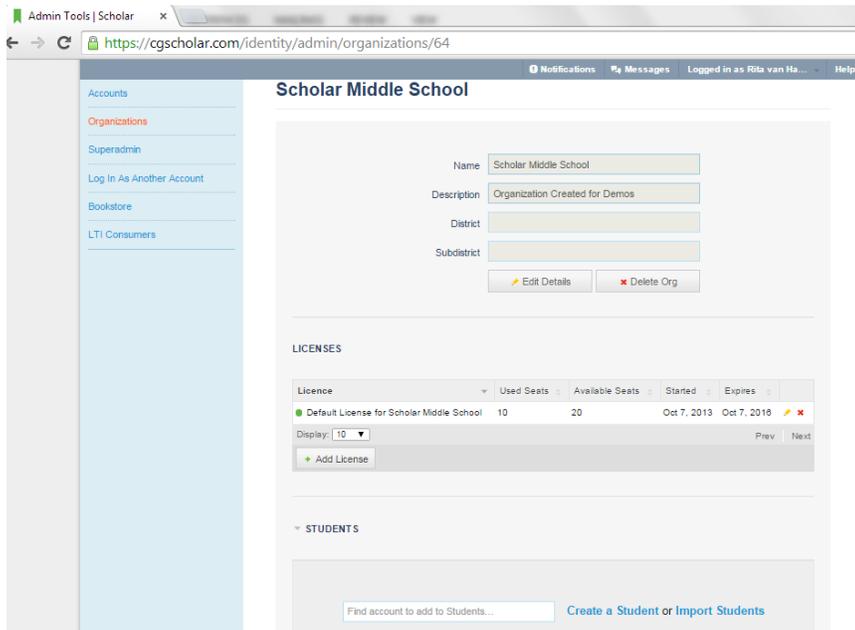
6.1 Creating Student Accounts in Admin Tools



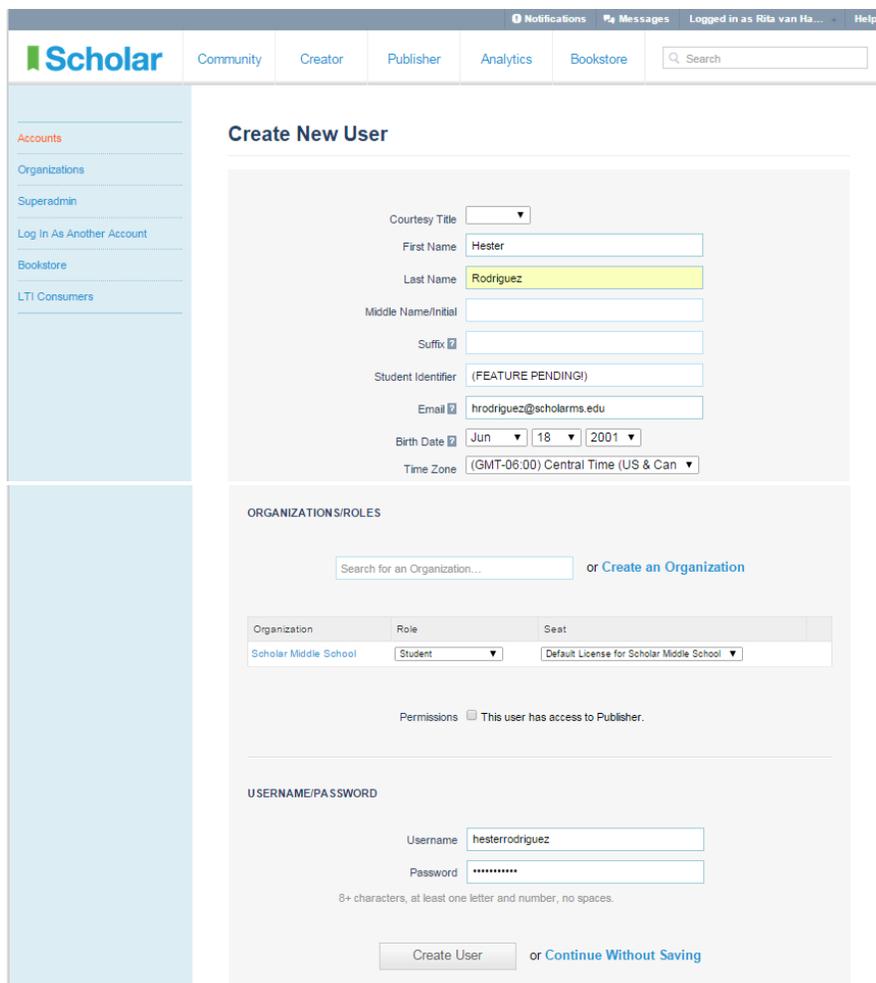
6.1.1: An adult is able to set up their own account at cgscholar.com. Adults who are members of organizations can also create individual accounts for students who are under 18 years of age. Hover over your name where it says “Logged in as...” in the top right of the screen. Select “Admin Tools” in the pull down menu. (Note: you need to contact us to create an organization and to make you an “Organization Admin”.)



6.1.2: In the “Admin Tools”, select “Organizations”. Type in the name of your school/organization. Then select it when it appears in the menu.



6.1.3: In your school/organization, check there are “Available Seats”. Select “Students” and then select “Create a Student”.



6.1.4: This will take you to “Create a New User”. Add the student’s details and assign a seat for your organization. Do **not** give the student access to Publisher. Then select “Create User”.

6.1.5: Where students do not have individual email addresses, add the student's name to the teacher's email address to create a unique email address for the student. For example:

Teacher's email address: rita.van.haren@cgscholar.com

Student's name: Hester Rodriguez

Email address for student: rita.van.haren+hesterrodriguez@cgscholar.com

This email address will direct all emails related to the student's account to the teacher's account. If anyone attempts to reset the password or login as the student, the teacher will receive an email and she can investigate. It creates a real email address that belongs to teacher, but with an added alias so that the teacher knows on behalf of which student this email is being received.

To manage the increased number of emails in the teacher's email account, set up a filter to direct the emails to a specific folder where they can be accessed.