

# Users

The Users area enables you to add users, reset their passwords, manage their profile data, and access their *MyTeachingStrategies*™ account as that user. The main Users screen provides an overview of your users including the date and time of each user's last login.

User	Username	User ID	Email	Date Added	Source/User ID	Organization	Program	Site	Last Login	Is Active?	Is Admin
Kate Zumot	kzumot	1183930	kzumot@gmail.com	03/23/2017		MyTeachingStrategies Demo Organization	Bright Start Academy	Bright Start Site #1		Yes	No
Megan DiPaolo	mdipaolo	1183929	mdipaolo@gmail.com	03/23/2017		MyTeachingStrategies Demo Organization	Bright Start Academy	Bright Start Site #1		Yes	No

## MyTeachingStrategies™ User Types

In *MyTeachingStrategies*™ you'll find several user types to choose from when adding a new user:

**Teacher** – this user can have access to classes, allowing them to create weekly plans, add documentation, access professional development, and generate reports. Primary and co-teachers will have the ability to enter and finalize checkpoint ratings, while assistant teachers can view checkpoints but cannot edit.

**Administrator** – this user can have administrative access over an organization, a program or multiple programs, or a site or multiple sites. As an administrator, this user can have standard access, which allows the user to manage the entities they have access over, view-only (can see child level data) access, which allows the user to view the entities they have access to and generate reports down to the child level, and view-only (cannot see child level data) access, which allows the user to view the entities they have access to and generate aggregate reports down to the class level.

**Team Member** – this user can have access to individual children, spanning multiple classrooms. Team Members are often specialists that work with specific children instead of entire classrooms.

## Adding User Accounts

**1** To add a new user, select **USERS** from the sub-navigation and select **ADD** from the left-hand navigation.

**2** Expand **USER TYPE** to select which type of account this user can access.

**3** Expand **USER INFO** to input the specific user information.

**4** Select the **SITE** the user account should be assigned to.

**5** Enter the **EMAIL** you would like to use for this account. It is recommended that each user have a separate email address to which he or she has easy access to. All *MyTeachingStrategies™* communications will be sent to the user using this email, including messages about forgotten passwords.

**6** **PHONE** is not a required field, but a phone number is useful when an administrator who does not work directly with the teacher needs their contact information.

**7** Assign a **USERNAME** that is different from all other usernames in the *MyTeachingStrategies™* online system, not just in your program. If the username is already taken, an alert will appear after you click **SAVE**.

**8** With access to Team Central, you can assign this user children who are in their caseload.

**9** Enter your password to verify your credentials. Please note this is **YOUR** password. You are not setting a password for the new users.

**10** Select **SAVE** to add the new user.

Once the new user account has been created, that user will receive an email from Teaching Strategies providing their username, a temporary password, and information on how to log in to *MyTeachingStrategies™*.

## Managing User Accounts

Within a user profile, you can update user information, provide administrative access, send a user a temporary password, access *MyTeachingStrategies™* as that user, and more. To update or manage a user account, select **USERS** from the sub-navigation and select the user's name from the User column.

Select **EMAIL USER TEMPORARY PASSWORD** to help a user reset their password.

Select **EMULATE USER** to access *MyTeachingStrategies™* from this user's account perspective so you can see screens exactly as that user sees them. This will help you troubleshoot any problems. To go back to your administrator account, select the Profile Icon from the top right of your screen and select **STOP EMULATING**.

Expand the **USER TYPE** menu to update the user type, admin type, and/or organizations.

Expand the **USER INFO** menu to update user information including username and email address.

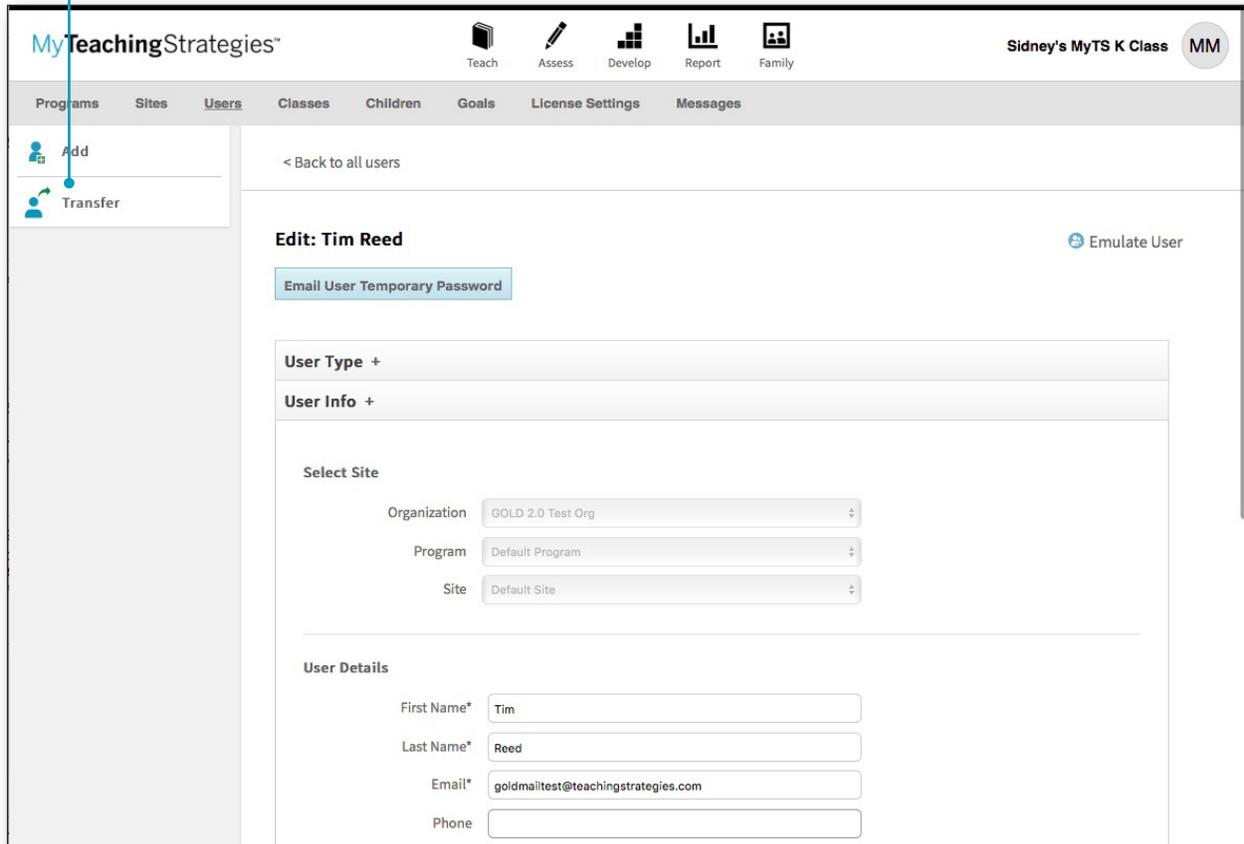
Select **SAVE** to save your changes.

# Transfer User

Administrators can transfer users from one site to another by selecting Users in the Administration sub-navigation.

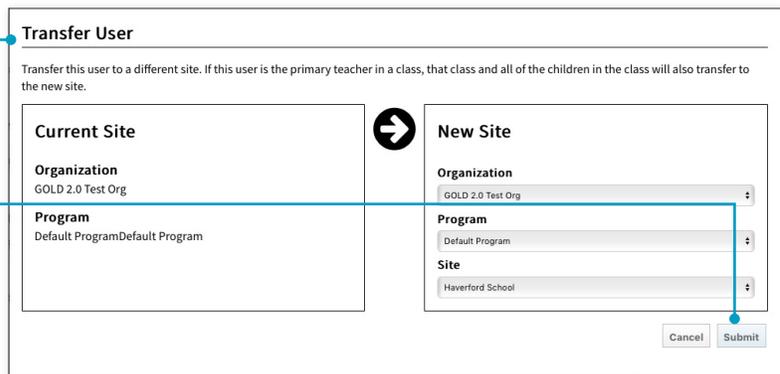
- 1 Select a **USER** record.
- 2 Select **TRANSFER** in the left navigation.

**Please note:** Users will need to be removed as a co-teacher or as an assistant teacher prior to transferring the user. When transferred, any classes the user is a primary teacher for will transfer with them, along with all child records in that class.



- 3 The Transfer User window will appear. Select a **SITE**, or select a different **PROGRAM** and **SITE** to transfer the user to.

- 4 Select **SUBMIT**. User will then be transferred to the selected site.

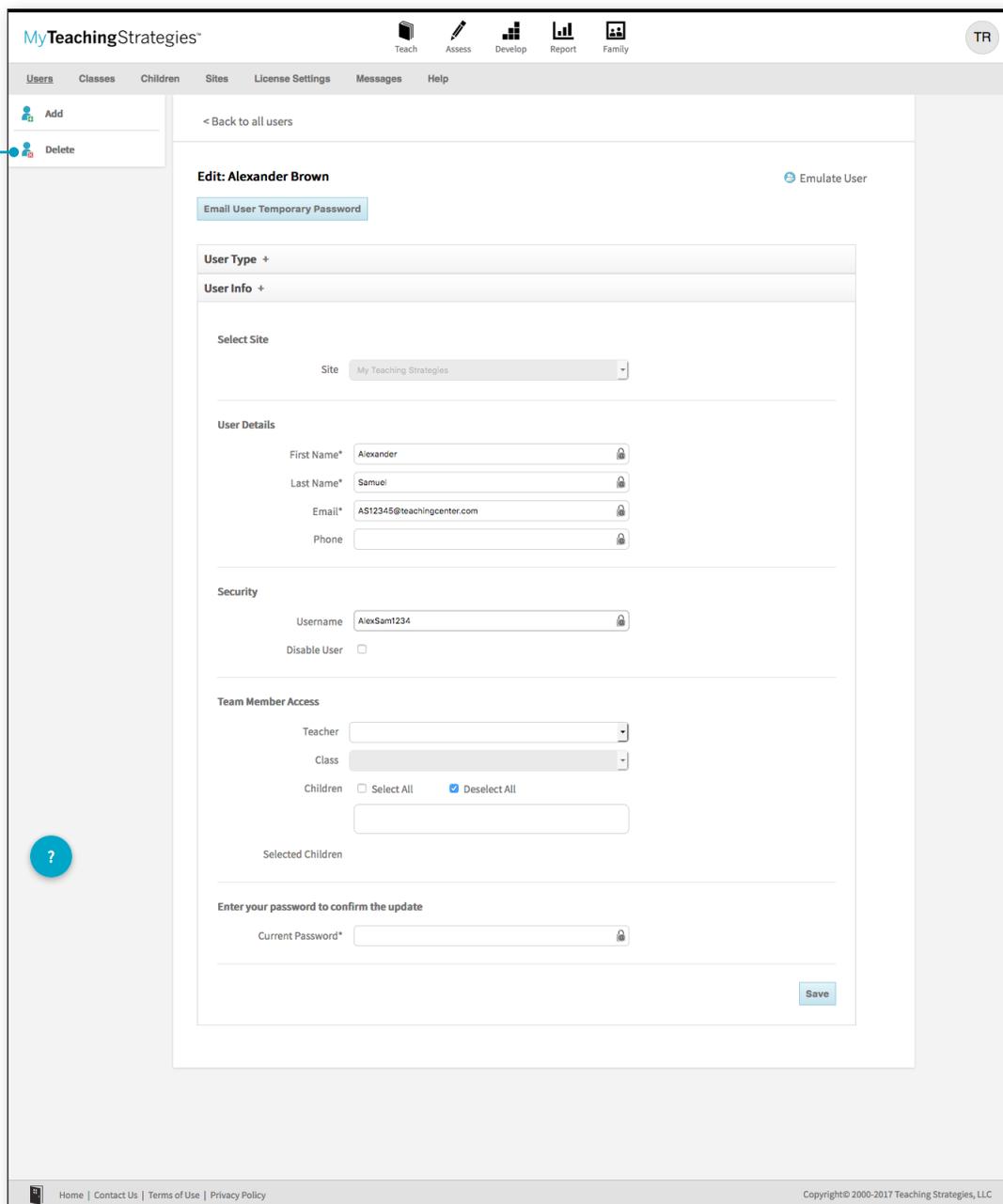


## Deleting User Accounts

You can delete users if they are not associated with children or classes in *MyTeachingStrategies™*.

Before deleting a user, first reassign all children in the user's class to a different user. Then delete classes for which the user was the primary teacher.

Once the user is unaffiliated with a class, select the **DELETE** button from the left-hand navigation to delete the user.



# Exporting User Information

You can export all of your user information into Excel using the export table option.

- 1 Select **EXPORT TABLE** from the bottom of the user list. You will be taken to the Reports Queue, where your export will generate.

**Manage Users**

Last Name	First Name	Username	User ID	Email	Date Added	SourceUserID	Organization
Akins	Aaron	aaron.akers	1169548	aaron.a@teachingstrategies.com	02/09/2017		MyTeachingStrategies Demo Organization
Cillo	Abby	abby.cillo1	1192407	arcillo@aps.k12.co.us	04/18/2017		MyTeachingStrategies Demo Organization
Nieves	Abner	abner.nmyts	1173762	abnern@teachingstrategies.com	02/22/2017		MyTeachingStrategies Demo Organization
Demo	Acclaro	acclaromyts	1195593	timr@teachingstrategies.com	04/27/2017		MyTeachingStrategies Demo Organization
Taft	Adam	mytsgold.adam	1259729	adam.t@teachingstrategies.com	07/28/2017	mytsgold.adam	MyTeachingStrategies Demo Organization
Taft	Adam	Adam.T.MyTS	1221020	adam.t@teachingstrategies.com	05/12/2017		MyTeachingStrategies Demo Organization
Taft	Adam	adam.taft	1163445	adam.t@teachingstrategies.com	01/24/2017		MyTeachingStrategies Demo Organization
Tester	Admin Class	myts.adminclasstest	1220906	timr@teachingstrategies.com	05/12/2017		MyTeachingStrategies Demo Organization
Tester	Admin Team	myts.adminteamtester	1220943	timr@teachingstrategies.com	05/12/2017		MyTeachingStrategies Demo Organization
Long	Alex	alex.long	1163817	alexandra.l@teachingstrategies.com	01/24/2017		MyTeachingStrategies Demo Organization
Long	Alexandra	Alexandra.L.MyTS	1221022	alexandra.l@teachingstrategies.com	05/12/2017		MyTeachingStrategies Demo Organization
Long	Alexandra	mytsgold.alexandra	1259727	alexandra.l@teachingstrategies.com	07/28/2017	mytsgold.alexandra	MyTeachingStrategies Demo Organization
Taras	Alexandru	alexandru.taras	1169561	alex.t@teachingstrategies.com	02/09/2017		MyTeachingStrategies Demo Organization

**Reports Queue**

Title	Generated On	Status	Output
Users Export	08/09/2017@04:16 PM	Completed	Download Export File
Sites Export	08/09/2017@04:16 PM	Completed	Download Export File
Programs Export	08/09/2017@04:12 PM	Completed	Download Export File
Snapshot	05/24/2017@10:58 AM	Completed	Table Graph
Data Export	04/03/2017@02:38 PM	Completed	Download Export File
Data Export	04/03/2017@02:35 PM	Completed	Download Export File
Data Export	04/03/2017@01:57 PM	Completed	Download Export File
Alignment	02/06/2017@11:56 AM	Completed	Table
Snapshot	02/06/2017@11:45 AM	Completed	Table Graph
Alignment	01/29/2017@02:53 PM	Completed	Table
Snapshot	01/29/2017@02:49 PM	Completed	Table Graph

- 2 Select **DOWNLOAD EXPORT FILE** to download the Excel file.