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.

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.

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