



Adding new users

A simple step-by-step guide



Your account

Each Pol-Ed school has at least one administrator.

In order for additional teachers to gain access to the free resources, the administrator will need to set them up as a new user.

To add individual users:

- 1 Log in to your Pol-Ed account and click on account tab.
- 2 Click on the 'add user' button and complete all the form fields.
- 3 The added user will receive a Pol-Ed invitation email.
- 4 The new user then completes their account set up.
- 5 The new user now has access to all Pol-Ed resources.

It is also possible to add multiple users at once:

- 1 Log in, click the account tab and navigate to 'add user'.
- 2 Download the csv template file.
- 3 Complete the file adding one row for each new user.
- 4 Upload the csv file and click 'Import Users'.

Maintaining your school Pol-Ed account

If your schools' administrator changes, you will need to visit your account page to edit and replace one of the current users role (using the drop down menu).

