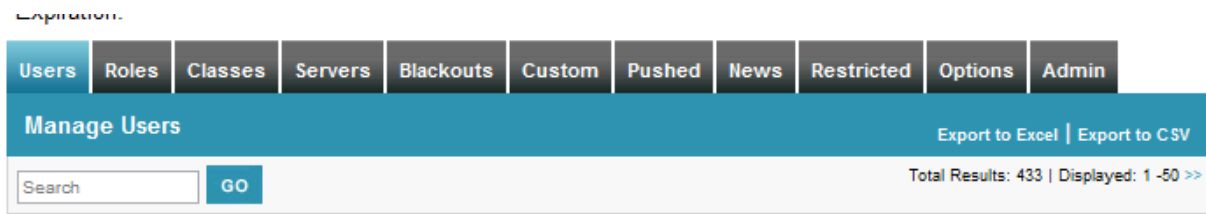


As an administrator of Learn 360 for your location, you can edit, unlock, and create accounts.

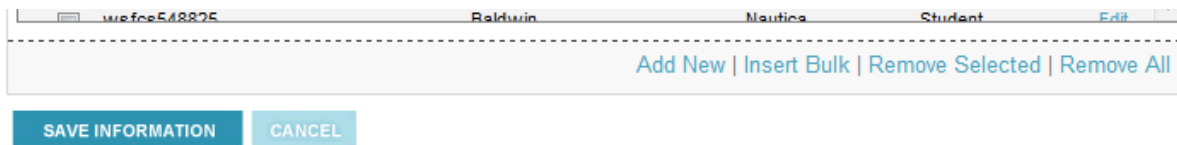
1. Login to Learn360 (there is a link to the site inside Learning Village)
2. Click on the Administration tab



3. Click on the Users tab (it may take a few minutes for a box to show up There is a chance that no user will show up in that box)
4. At the top of the User tab page, there is a search box. You can type in a user last name or whole username to look for that account.



5. If an account is found, it will come up in the box and then you can click on the edit button at the end of that line
6. If an account is not found, scroll to the bottom of the Users Tab page. If you look to the right side of the bottom of the box, you will see a link to Add New. Click this link to add a new user



7. An Add User box will pop up. Here are the boxes for you to fill in:

Add User

Username:

smbrown@wsfcs.k12.nc.us

Email:

smbrown@wsfcs.k12.nc.us

First Name:

S

Role:

Teacher (Inherited)

Last Name:

Brown

Permissions:

Override: ☐

Password:

wsfcs

(Change)

Alternate Username:

Use Security Question:

☐

Force Password Reset:

☐

SAVE INFORMATION

CANCEL

- | | |
|---|--|
| <ol style="list-style-type: none"> 1. Username = full wsfc email address 2. Email = full email address 3. First Name = I normally just put in a first initial 4. Last Name = User last name | <ol style="list-style-type: none"> 5. Password = wsfc 6. Alternate Username (Leave Blank) 7. Use Security Question (UNCHECK) 8. Role: Change from Administrator to Teacher |
|---|--|

8. Hit SAVE INFORMATION
9. A small red message will appear at the bottom of the screen when the account is created (or you will get a message that email address has an account already)
10. You may want to try using the login and password you created before you send information to the teacher that they can now access Learn 360