

DYNAMIC[™]
LEARNING MAPS

GUIDE TO CREATING
USER ACCOUNTS IN
EDUCATOR PORTAL
2016-2017



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Version 1.0

DYNAMIC LEARNING MAPS CONSORTIUM
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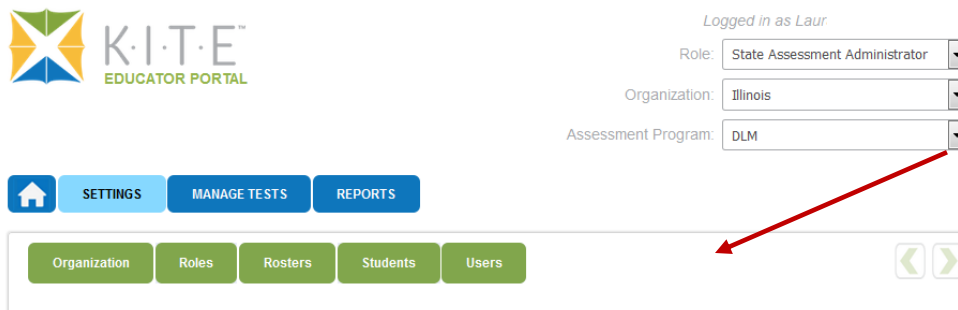
Add User

To add a user in Educator Portal interface, follow these steps.

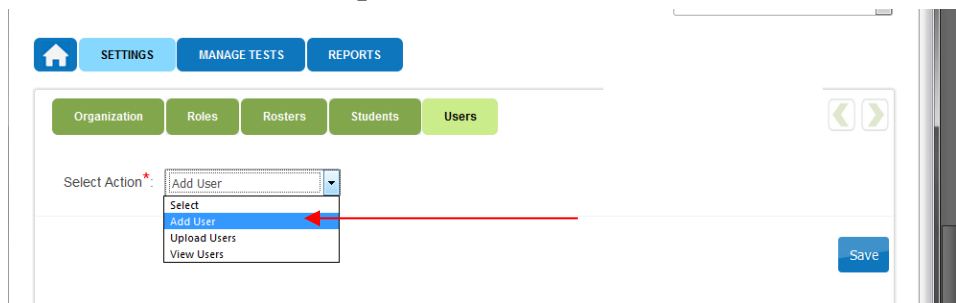
1. Click **Settings**.



2. Click **Users**.



3. In the **Select Action** drop-down menu, select **Add User**.



4. Type in the following information:

First name, Last name, Email address, copy the email address and paste into Educator Identifier.

- a. Select State: Illinois
- b. Assessment Program: DLM
- c. Role: District Test Coordinator, building test coordinator, building principal, or teacher.
- d. District: select the district.
- e. School: If the role building test coordinator, building principal, or teacher is selected, then select the school.
- f. Click on Add

USER INFORMATION

FIRST NAME:* LAST NAME:* EMAIL ADDRESS:*

EDUCATOR IDENTIFIER:

SELECT ORGANIZATION & ASSIGN ROLES

STATE:* Illinois

ASSESSMENT PROGRAM:* DLM

ROLE:* Teacher

DISTRICT:* Select

SCHOOL:* Select

Edit	State	Assessment Program	Role	Region	District	School	Default
	Select <input type="text"/>	Select <input type="text"/>	Select <input type="text"/>	Select <input type="text"/>	Select <input type="text"/>	Select <input type="text"/>	

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5. Review the information and click save.

USER INFORMATION

FIRST NAME:* LAST NAME:* EMAIL ADDRESS:*

EDUCATOR IDENTIFIER:

SELECT ORGANIZATION & ASSIGN ROLES

STATE:* Illinois

ASSESSMENT PROGRAM:* DLM

ROLE:* Teacher

DISTRICT:* Select

SCHOOL:* Select

Edit	State	Assessment Program	Role	Region	District	School	Default
	Select <input type="text"/>	Select <input type="text"/>	Select <input type="text"/>	Select <input type="text"/>	Select <input type="text"/>	Select <input type="text"/>	<input type="checkbox"/>

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6. You can add multiple schools and districts to each user account by following step 5, “d” through “f”.

HELP DESK

For questions regarding the online testing system or for additional assistance, please contact the Service Desk at 1-855-277-9751 (toll-free) or DLM-support@ku.edu.

- The Service Desk is open Monday through Friday from 8:00 a.m. to 7:00 p.m. Central Time.
- During your state's spring testing window, the Service Desk is open from 7:00 a.m. to 7:00 p.m. Central Time.
- The Service Desk is closed in observance of the following holidays.

Labor Day	September 5, 2016
Veterans Day	November 11, 2016
Thanksgiving Day	November 24-25, 2016
Christmas & New Year's break	December 24, 2016-January 3, 2016
Martin Luther King, Jr. Day	January 16, 2017
Memorial Day	May 29, 2017
Independence Day	July 4, 2017