

**DYNAMIC**<sup>™</sup>  
LEARNING MAPS

GUIDE TO CREATING AND  
UPDATING USER ACCOUNTS IN  
EDUCATOR PORTAL  
2017-2018



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Version 2.0

DYNAMIC LEARNING MAPS CONSORTIUM  
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## Add User

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

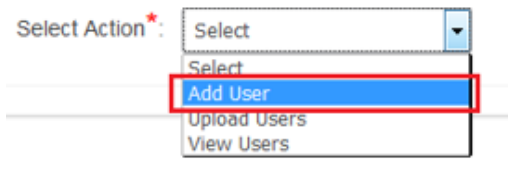
1. Click **Settings**.



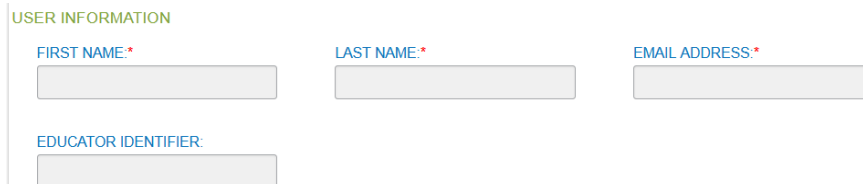
2. Click **Users**.



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



4. Under **User Information**, complete the fields:



A form section titled 'USER INFORMATION' with four input fields: 'FIRST NAME\*', 'LAST NAME\*', 'EMAIL ADDRESS\*', and 'EDUCATOR IDENTIFIER'.

- First Name, Last Name, Email Address, Educator Identifier (Email address)

5. Under **Select Organization and Assign Roles**

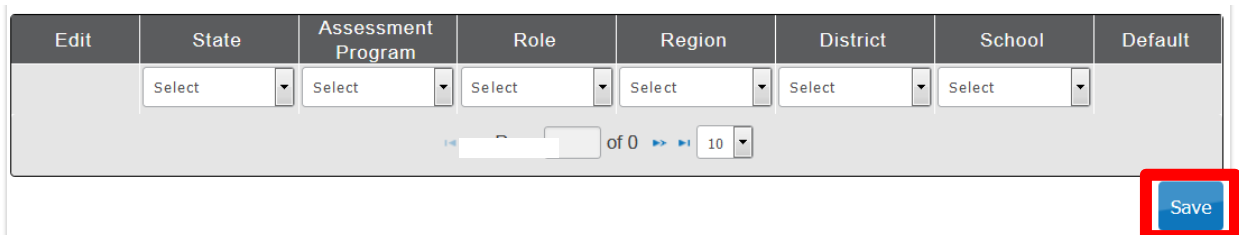


A form section titled 'SELECT ORGANIZATION & ASSIGN ROLES' with three dropdown menus: 'STATE\*', 'ASSESSMENT PROGRAM\*', and 'ROLE\*', and an 'Add' button.

- State: Illinois, Assessment Program: DLM, Role: DTC, BTC, Teacher, Click Add.

6. You can add multiple schools and districts to each user account by repeating step 5 for the different roles needed for the user's account.

7. After all the roles had been added to the user's account, review the information for accuracy. If the information is correct, then click save.



Edit	State	Assessment Program	Role	Region	District	School	Default
	Select	Select	Select	Select	Select	Select	

of 0 of 10

Save

## Update User Accounts

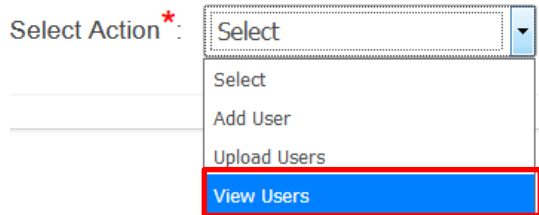
1. Select Settings.



2. Select Users.



3. Select View Users



4. Select the user that needs to have the account updated. Click the box next to the user's name and then click on the pencil at the bottom left hand corner of the box.
5. Update the user's account and then click save.

## 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](mailto: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 will be closed in observance of the following holidays:

Labor Day	September 4, 2017
Veterans Day	November 10, 2017
Thanksgiving Day	November 23-24, 2017
Christmas & New Year's break	December 24, 2017-January 3, 2018
Martin Luther King, Jr. Day	January 15, 2018
Memorial Day	May 28, 2018
Independence Day	July 4, 2018