

DYNAMIC[™]
LEARNING MAPS

GUIDE TO CREATING/UPDATING
USER ACCOUNTS
2018-2019



Revision Date: August 27, 2018

Version 3.0

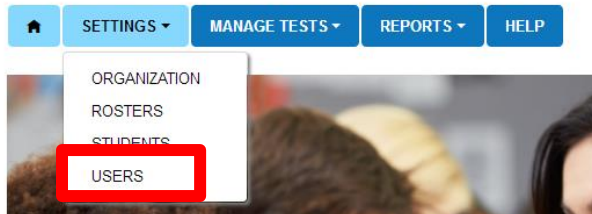
Add User

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

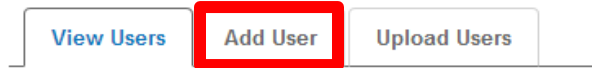
1. Click **Settings**.



2. Click **Users**.



3. Click on Add User tab.



4. Under User Information, complete the fields:

USER INFORMATION

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

EDUCATOR IDENTIFIER:

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

5. Under Select Organization and Assign Roles, select the State(IL), Assessment Program(DLM), and Role(do not use proctor) from the drop-down menus

SELECT ORGANIZATION & ASSIGN ROLES

STATE:* Illinois x ▾

ASSESSMENT PROGRAM:* DLM x ▾

ROLE:* Select ▾

Add

Edit	State	Role	District	School	Default
	Select	Select	Select	Select	

of 0 >> << 10 ▾ No records to view

Save

6. Assigning the role of teacher, building test coordinator, or building user activates the District and School drop-down menus; select the correct district and school.

- The **Add** button becomes active once the district is selected for a district-level role. When adding a school-level role the **Add** button does not become available until the school is selected. Once appropriate selections are made, click **Add** to upload the user information.
- You can add multiple schools and districts to each user account by repeating steps 5-7 for the different roles needed for the user's account.

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

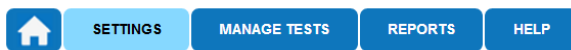
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Save

- 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.

Update User Accounts

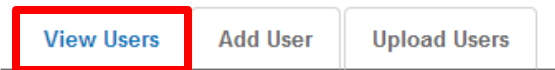
- Select Settings.



- Select Users.



- Select View Users



- Click on Search after the district populates.

SELECT ORGANIZATION
Specify organization level and click on Search.

STATE:

DISTRICT:

SCHOOL:

Include Inactive Users

5. Select the user by clicking on the box. Then select the pencil icon.



6. Update the user's information and 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.

- 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