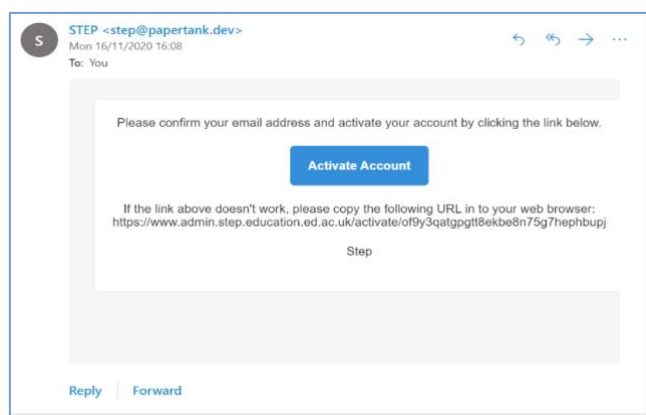


STEP Digital Families Learning App



Getting started with the teacher admin site and dashboard

1. To get started, please contact STEP to receive an account activation link via email.
2. To activate your teacher admin account, click 'Activate Account' in the email invite sent to you. This can be done on any device such as a laptop, iPad or phone.



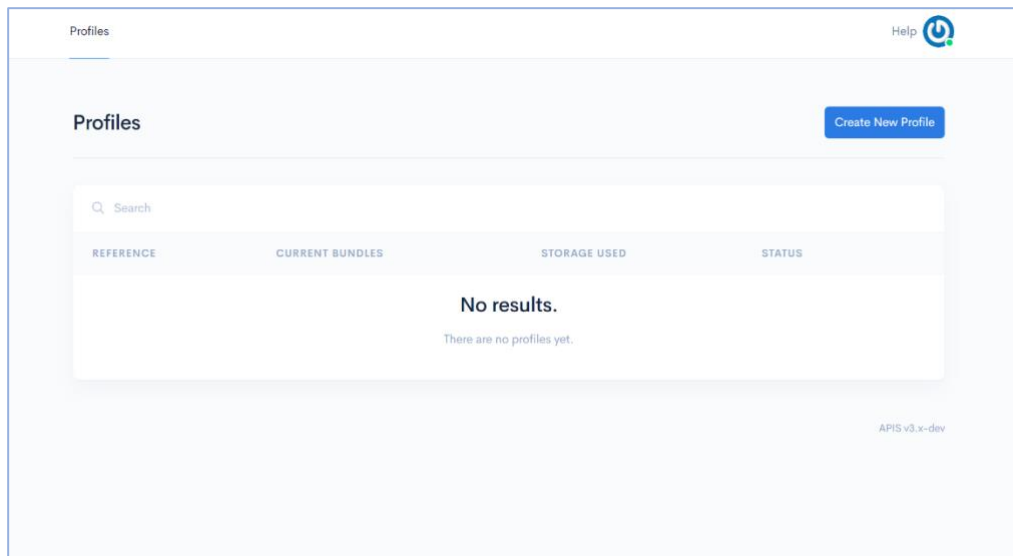
3. You will be requested to create a password. This must be a minimum of 8 characters, at least 1 capital letter and 1 number.

A screenshot of the account activation form. It has a "Registered E-mail" field with a greyed-out input. Below it are "Password" and "Confirm Password" fields, each with a "Create Password" button. At the bottom is a large blue "Activate Account" button.

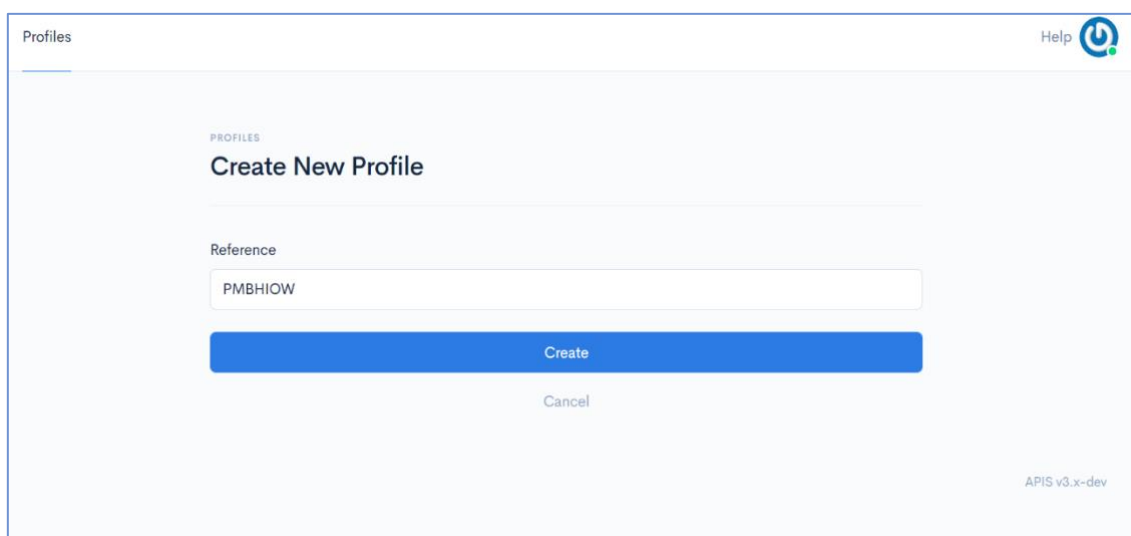
4. Once your account has been activated, you will be asked to input your email address and password again to log in to the dashboard

A screenshot of the login form. At the top is a green notification box that says "Your account has been activated" with a close button. Below it are "Email Address" and "Password" fields, both with greyed-out inputs. To the right of the password field is a "Forgot password?" link. At the bottom is a blue "Login" button.

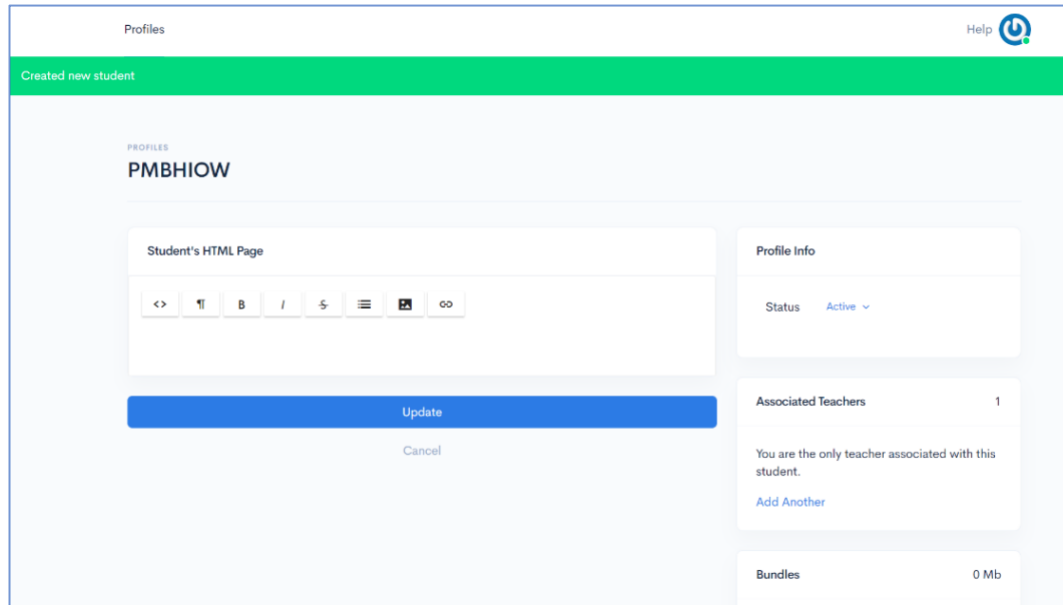
5. This is your dashboard. To add a student, click 'Create New Profile'.



6. On the 'Create New Profile Page' you will find a reference number. It is essential that you keep a note of this number along with the student's name as there are no personal details stored on your dashboard.



7. You have now created your first student. On each Profile Page you will find the Student HTML Page where you can provide information, add photos or links for your student when you are not together. Remember to click 'Update' and the information will appear on the student's iPad. They will get a red dot to tell them that there is updated information.



PROFILES
PMBHIOW

Student's HTML Page

Update

Cancel

Profile Info

Status Active

Associated Teachers 1

You are the only teacher associated with this student.

Add Another

Bundles 0 Mb

There are currently no bundles from this student.

Student profile number

Account can be inactivated if student moves away or leaves education

Space for you to share information with your student

Additional teachers can be added if there is more than one teacher working with the student

Student's sent work will appear here.

- If you have more than one teacher working with a student, you can add them in 'Associated Teachers' on the right side of the dashboard. They must have their own STEP login to be able to access the Profile. You can also change the 'Primary' teacher here. Please note that any completed, 'bundled' work is only sent to the Primary teacher.

PMBHIOW

Student's HTML Page

Update

Cancel

Profile Info

Status Active

Associated Teachers 2

(Primary)


Make Primary

Add Another

Bundles 0 Mb

There are currently no bundles from this student.

9. If you click on 'Help' on the top right corner you will get details of your account. You can edit your email address here, enter your new email address then click 'Update Account'.

Profiles Help 

ADMIN

Account

Details **Security** API Tokens


Name

E-mail

[Update Account](#)

APIS v3.x-dev

10. In the 'Security' tab you can set up two factor security by clicking 'Enable'. This takes you to a new screen where you scan a QR code to get a 6 digit code. This is also where you can change your password.

Profiles Help 

ADMIN

Account

Details **Security** API Tokens

Two factor security [Enable](#)

Two-factor authentication adds an additional layer of security to your account by requiring more than just a password to log in.

Change your password

Current password

New password

Confirm new password

[Update password](#)

Password requirements

To create a new password, you have to meet all of the following requirements:

- Minimum 8 characters
- At least 1 capital letter
- At least 1 number


ADMIN

Account

Details **Security** API Tokens

Setup Google Authenticator

Please scan the following QR code with your Google Authenticator Application:



11. Once you are set up, you can access your dashboard at <https://www.admin.step.education.ed.ac.uk/admin/login>

Contact step@ed.ac.uk for more help or information.