

<u>Linking Teacher Accounts:</u> <u>When Teachers have Accounts in multiple buildings</u>

**Only District administrators can link teacher accounts.

1. Go to Settings> Users> Users. Filter to find the teacher with multiple accounts. Change the "User Type" filter to TEACHER.

Once you have located the accounts you would like to link, click the checkboxes located to the left of the edit pencil icon.

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2. Once the accounts have been selected, click the gray "LINK USERS" button located above the yellow filter pane.

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3. When the confirmation pop-up appear, click DISMISS.





4. Once the accounts are linked, a "link" icon will appear in the "Username" column.

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5. When a teacher has linked accounts, he/she can log into one account and easily switch to the other account by clicking on the NAME in the upper right hand corner. The other linked accounts will be listed below.

When the teacher clicks on the alternate account there will be a pop-up confirming the user would like to switch accounts.



6. Linking teacher accounts ALSO links the teacher's SLO and Observation information in eDoctrina. Please contact <u>help@edoctrina.org</u> for additional information.