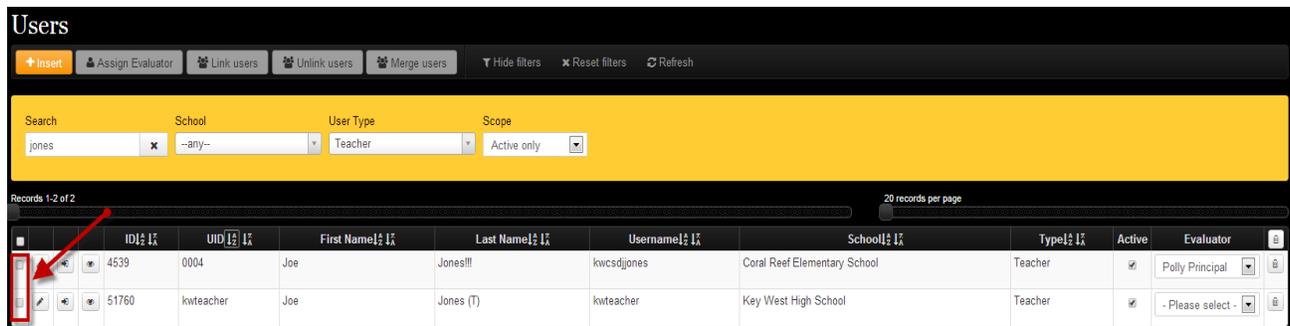


Linking Teacher Accounts: When Teachers have Accounts in multiple buildings

*****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.

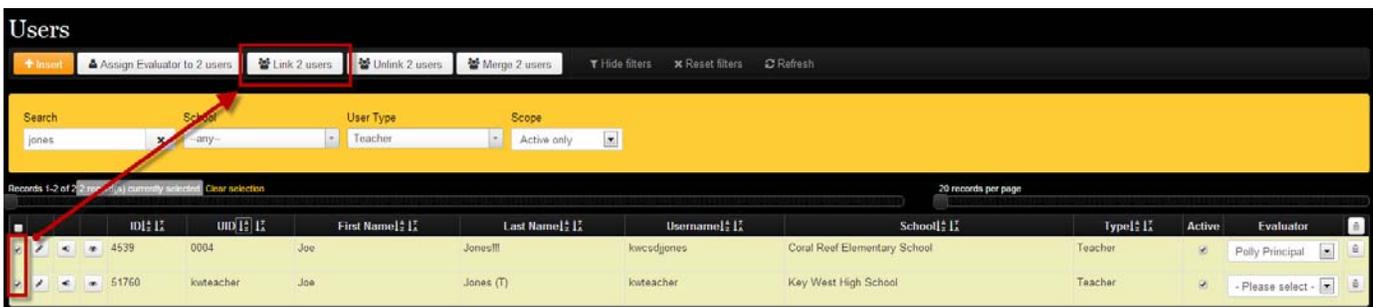
Once you have located the accounts you would like to link, click the checkboxes located to the left of the edit pencil icon.



The screenshot shows the 'Users' management page with the following table of data:

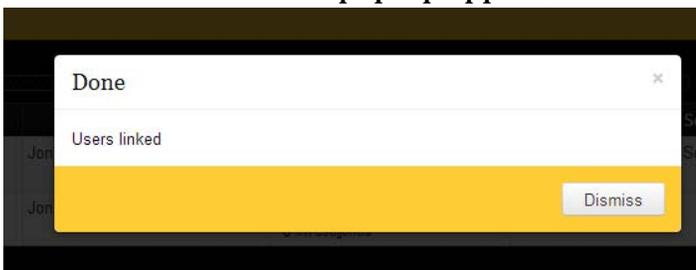
ID	UID	First Name	Last Name	Username	School	Type	Active	Evaluator
4539	0004	Joe	Jones!!!	kwcsdjones	Coral Reef Elementary School	Teacher	<input checked="" type="checkbox"/>	Polly Principal
51760	kwteacher	Joe	Jones (T)	kwteacher	Key West High School	Teacher	<input checked="" type="checkbox"/>	- Please select -

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



The screenshot shows the 'Users' management page with the 'Link 2 users' button highlighted. The table data is the same as in the previous screenshot.

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



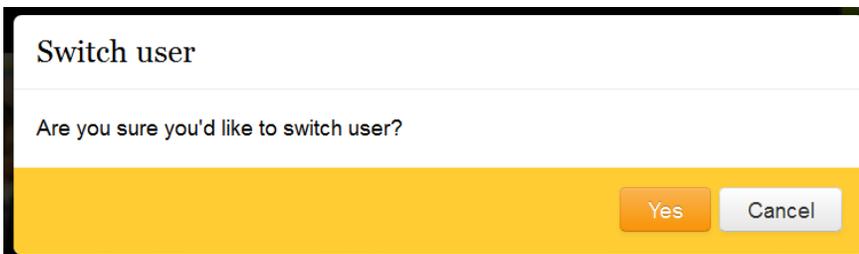
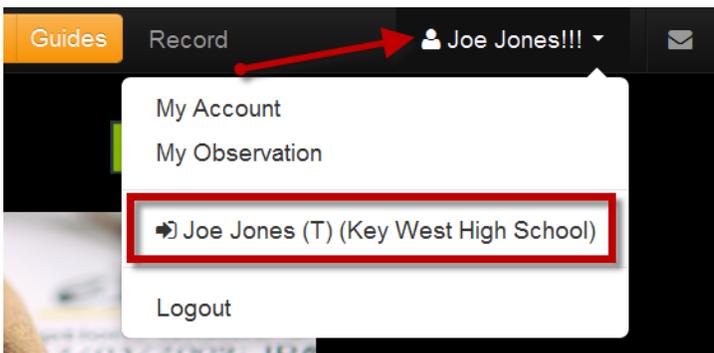
4. Once the accounts are linked, a “link” icon will appear in the “Username” column.



ID	UID	First Name	Last Name	Username	School	Type	Active	Evaluator
4539	0004	Joe	Jones!!!	kvcsdjones	Coral Reef Elementary School	Teacher	<input checked="" type="checkbox"/>	Polly Principal
51760	kvteacher	Joe	Jones (T)	kvteacher	Key West High School	Teacher	<input checked="" type="checkbox"/>	- Please select -

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 help@edocrina.org for additional information.