

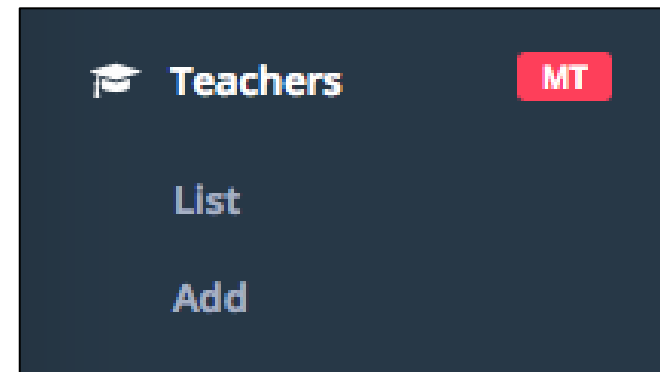
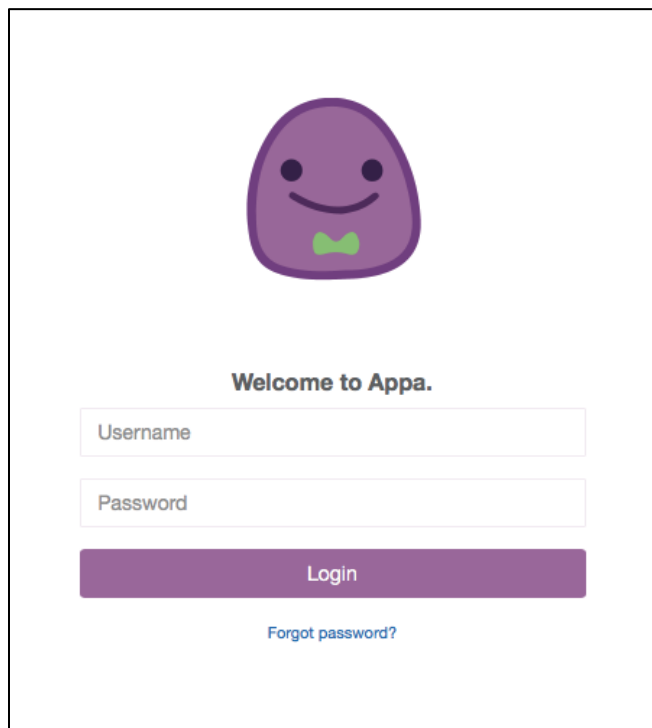
This user guide will take you through the steps to create teachers for your organisation and manage those teachers users.

- 1) Go to the APPA wellbeing portal, <https://portal.appawellbeing.com/>.

If you have just created your organisation there is a link provided at the end of the process.



- 2) Login using your administrator account created when you signed up your organisation.



- 3) On the left-hand side of the screen, underneath teachers, go to the add page.



APPA User Guide: Teachers



Before we start!

This interface will guide you through adding a new teacher to your organisation in APPA. We'll check if the email has already been used in APPA previously, and once created will email the teacher to invite them to APPA.

If you understand what you're doing, click next to continue.

Cancel Next

4) Press the next button if you're ready to create a teacher.

5) Input the teachers email address, and click the check username button to check the email isn't already in use.

The email

Enter the email address of the teacher you want to add.

We'll need to check the email address isn't in use already.

johnsmith@exampleteacher.com (Email)

Check username

Previous Next

The email

Enter the email address of the teacher you want to add.

We'll need to check the email address isn't in use already.

johnsmith@exampleteacher.com (Email)

johnsmith@exampleteacher.com will be created!

If this is not the correct email, you can edit the input above and run the username check again. After this screen, you will not be able to edit this.

Previous Next

6) If the email isn't in use then click the next button. If it is in use then you'll need to use another email address.

The user

Fill the fields below to create a new user.
Required fields are marked.

Email

Password *

First Name *

Telephone

Last Name

If this looks correct, click next to continue.

[Previous](#) [Next](#)

7) Next fill in your teachers information. The fields marked with a red *, e.g. password and first name, are required. Last name and phone number are optional. Once **you're happy with the information press the next button.**

8) Check the details on the next page carefully, then press the create button to create a teacher.

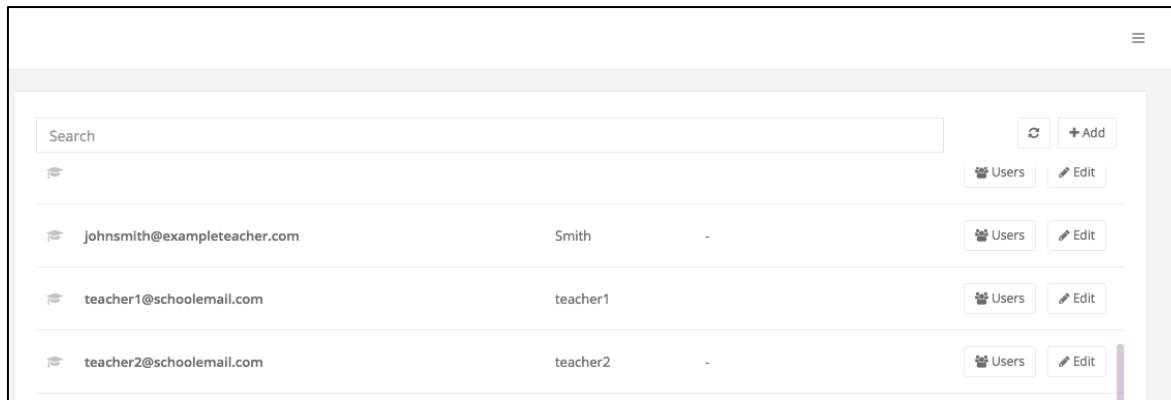
Confirm the details

The following teacher will be created.

Email	Password	First name	Last Name	Phone
johnsmith@exampleteacher.com	John	Smith		

[Previous](#) [Create](#)

APPA User Guide: Teachers



9) To edit any of the teachers details click the edit button.



10) To view which users are assigned to each teacher, click the users button.



If you have any questions
please contact us at
info@appawellbeing.com.