



Children's University Online:

Adding school staff and Children's University managers

This is a step by step guide on how to add Children's University staff and school coordinators to Children's University Online.

What you'll need

In order to create accounts for relevant parties you will need the following information

- Full name and email address of the member of staff you are creating an account for
- Name of the school/Children's University they belong to
- A contact number they can be reached on

Step 1

- Go to www.childrensuniversity.co.uk and look for the word 'Login' at the top right. Choose to login as staff and enter your details, your username will be your email address and your password will have been sent to you by your Children's University Trust (remember to check your junk folder!)

Step 2

- On your dashboard you will see *School Staff* and *Children's University Staff*. Pick whichever is applicable and click *Add*



Step 3

- Fill out the information that is required and press *Submit*

Add School Staff

Children's University

School

Username (email address)

First name

Last name

Nickname

This field is for the name by which your students know you.

Phone number

User Type
 School Admin School User

Add Children's University Staff

Children's University

Username (email address)

First name

Last name

Phone number

User Type
 Children's University Admin
 Children's University User

Step 4

- You can now see the staff members you have set up on the site. Once set up the member of staff will get an automated email with details on how to finish setting up their account. It is advisable to let them know to expect an email as the link contained in the email is time limited and it may have gone into junk. If the link has expired, you can press *Re-send mail*

<input type="checkbox"/>	Children's University test	CU test school	Louise	Smith	louise.smith@gmail.com	<input checked="" type="checkbox"/>	04/10/2019	<input type="button" value="Edit"/>	<input type="button" value="Re-send mail"/>	<input type="button" value="Get activation link"/>	<input type="button" value="Archive"/>	<input type="button" value="Delete"/>
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Step 5

- If the email does not arrive you can *Re-send mail* or *Get activation link*, this allows you to manually set up their account. You will need to copy the link provided into your browser and follow the prompts. If you have manually set up a member of staff, it is advisable that they change their password upon first log in

Common issues

- The automated email may be blocked by a school firewall, if this is the case you will need to set the member of staff up manually

Sorry, I still don't understand!

- Contact Digital Inclusion Officer Cordelia Howard
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