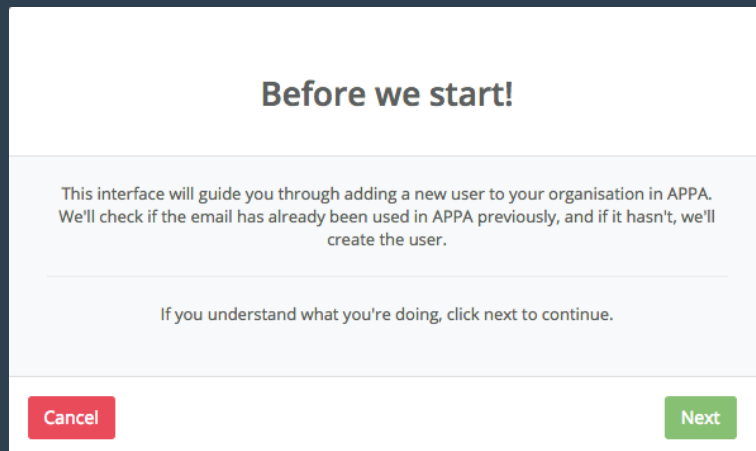
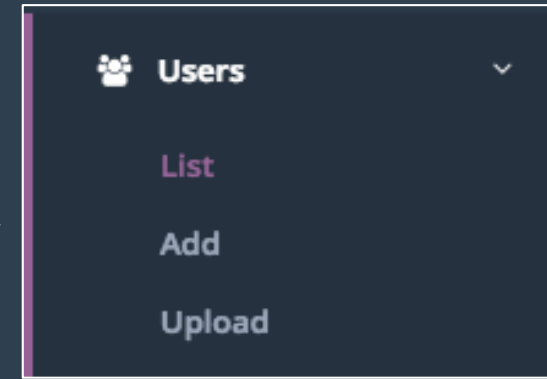


This user guide will take you through the steps to create a new user for your organisation. If you would prefer to create groups of users at a time, please read the user import guide instead.

- 1) Go to the APPA wellbeing portal, <https://portal.appawellbeing.com/>.
- 2) Login using your administrator account created when you registered your organisation.

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



4) Press the next button if you're ready to create a user. If you want to assign a teacher to this user other than the admin. Then you must have already created this teacher.

APPA User Guide: User Creation



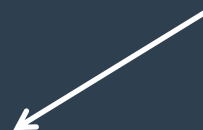
- 5) Input the users email address, and click the check username button to check the email isn't already in use.

A screenshot of a web form titled "The email". The form contains the following elements:

- Header: "The email"
- Instruction: "Enter the email address of the user you want to add."
- Sub-instruction: "We'll need to check the email address isn't in use already."
- Input field: A text box containing "user@example.com" with a "(Email)" label to its right.
- Action button: A green button with a magnifying glass icon and the text "Check username".
- Navigation buttons: A red "Previous" button on the left and a green "Next" button on the right.

A screenshot of the same web form titled "The email". The form contains the following elements:

- Header: "The email"
- Instruction: "Enter the email address of the user you want to add."
- Sub-instruction: "We'll need to check the email address isn't in use already."
- Input field: A text box containing "user@example.com" with a "(Email)" label to its right.
- Confirmation message: "user@example.com will be created!"
- Disclaimer: "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."
- Navigation buttons: A red "Previous" button on the left and a green "Next" button on the right.



- 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.

APPA User Guide: User Creation



The user

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

Email: user@example.com

First Name *: user

Telephone: [empty]

Last Name: [empty]

The user will receive an email with a link to set their password.

Previous Next

7) Next fill in your user's information. The fields marked with a red *, e.g. password and first name, are required. Last name and phone number are optional.

8) Once you have signed the user up we will send them a link explaining how to set up a password. If you have filled in their phone number, then you can choose whether this link is sent by email or text message. If you haven't then the link is automatically sent by email.

The user

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

Email: user@example.com

First Name *: user

Telephone: 0777777777

Last Name: [empty]

Select the contact method.
This will be used to contact the user to explain how to set up a password.
Sms Email

The user will receive an email with a link to set their password.

Previous Next

- 9) Now select the teachers that can view the users reports. You can select as many teachers as you like, but only one primary teacher. The primary teacher is the teacher that will be notified of any concerns about the user.

Teacher selection


Every user must have at least one teacher associated with them. If more than one teacher is assigned, a primary one must be selected.

All teachers associated are able to view all details of the user.

Username	Name	Selected	Primary
teacher1@example.co.uk	teacher1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
teacher2@example.com	teacher2	<input type="checkbox"/>	<input type="checkbox"/>
teacher3@example.com	teacher3	<input checked="" type="checkbox"/>	<input type="checkbox"/>
teacher4@example.com	teacher4	<input checked="" type="checkbox"/>	<input type="checkbox"/>
teacher5@example.com	teacher5	<input type="checkbox"/>	<input type="checkbox"/>
teacher7@example.com	example6	<input type="checkbox"/>	<input type="checkbox"/>

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

Creating your user


Success!

We've sent an email to **user@example.com** with details on how to log in.

[Add another?](#) or [Finish](#)

- 10) You have now created a new user. For information on how to view their reports, please read the Teachers Portal Guide.

APPA User Guide: User Creation



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