

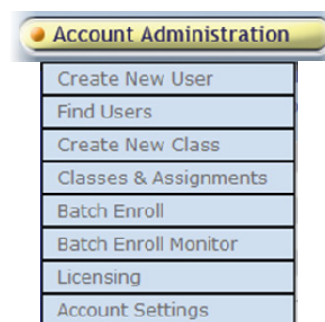
■ Entering Profile Data

■ Entering Demographic Data

There are two ways to enroll users into the PLATO Learning Environment. *Batch Enroll* functionality allows you to enter a large number of users at one time and is outlined in the Quick Reference Card titled “Manage Your Account.”

Take advantage of the *Create New User* function when you have only a few users to add to your account. The chart below will tell you what information is required and what information is optional for creating new users.

Required Information	Optional Information
First Name	Middle Name
Last Name	Grade
District	E-mail Address
School(s)	State ID
PLATO Name	Federal ID
Password	Secondary Role
Primary Role	Activation Date
	Expiration Date



If the new user is a learner, this process will consist of three steps: entering profile data, entering demographics data, and reviewing input via a confirmation screen. For users who are non-learners, the demographic step is not included.

Helpful Hints

- Make sure that you have all your information available before starting to create users.
- Make sure that new users conform to the naming convention used by all the other users to prevent duplicate PLATO Names.

Entering Profile Data

- Select *Create New User* from the Account Administration drop down menu.

1. **First Name**—Enter up to 50 characters with no spaces (letters and numbers allowed). This is a required field.
2. **Middle Name**—Enter up to 50 characters with no spaces (letters and numbers allowed). This is an optional field.
3. **Last Name**—Enter up to 50 characters with no spaces (letters and numbers allowed). This is a required field.

4. **District**—Click the *Look Up* button to select one or multiple districts to which the user will belong. Districts are listed alphabetically.
 - After selecting the district(s), click OK to save your choices and close the window. The districts that you selected will appear in the District field. Click the *Look Up* button to select one or more schools to which the user will belong.
 - If multiple districts are defined for the user, first select a district from the drop-down menu. A list of schools for that district will display.
 - Select appropriate school(s) and click OK to save and close the window. The schools that you selected will appear in the School field. Required field.
5. **Grade**—Select one grade that applies to the user. If this is a post-secondary account there will be only one choice: post-secondary. Required field for learners as grade determines the age-appropriate interface they will view.
6. **E-mail Address**—Enter the user’s email address if applicable. Optional field.
7. **State ID**—Enter the user’s State ID (e.g., 12345678). This field is optional and used for learners.
8. **Federal ID**—Enter the user’s Federal ID (e.g., 876-54-3210). Optional field and used for learners.
9. **Batch Enroll ID**—A unique number, identifying a user, that was created through the batch enroll process. If the user was not created through a batch enroll process, this field will be set to *Null*.
10. **Account ID**—Identifies a unique account number for each user. This is for informational purposes only and is not something you need to record.
11. **PLATO Name**—Equivalent to a user name. This is a unique identifier for each user. This is also used by the user to log into the system. Enter up to 50 characters with no spaces (letters and numbers are allowed). Required field.
12. **Password**—The PLATO Name and Password are both needed to log on to the system. Enter up to 50 characters with no spaces (letters and numbers allowed). This is a required field.
13. **Primary Role**—Each user must have a primary role. This is the main role through which the user accesses the system. Select appropriate primary role for the new user from the drop-down list. Based on the Primary Role, a list of secondary roles will display. If the Primary Role is set to *Learner*, no secondary roles can be defined.
14. **Secondary Roles**—Secondary roles indicate additional roles through which the user can access the system. Secondary roles must be below primary roles in their hierarchical ranking. Select the appropriate check box(s) for secondary roles. This is optional.
15. **Activation Date**—Determines the date the user can first access the system. Click the calendar icon to select the date or enter the date directly using this format: *mm/dd/yyyy*.
16. **Expiration Date**—Determines the date that the user can no longer access the system. Click the calendar icon to select the date or enter the date directly using this format: *mm/dd/yyyy*.

- Once the Profile Data has been entered, click the *Next* button. If the Primary Role is set to *Learner*, the next screen will be the Demographic Data Input. For all other roles, a confirmation screen will display.

Entering Demographic Data

- Input demographics that will be used in the collection of data for monitoring Adequate Yearly Progress. Demographic information can be included only for the *Learner* primary or secondary role. All fields on this screen are optional.
 1. **Birth Date**—Click the calendar icon to select the birth date for the user or enter the date directly using this format: *mm/dd/yyyy*.
 2. **Gender**—Select the user’s gender from the drop-down list.
 3. **Target Graduation Year**—The Target Graduation Year is the projected year in which the user will leave (graduate) the system.
 4. **Ethnic Origin**—Select the appropriate ethnicity for the user.
 5. **Socioeconomic Status**—If the user will participate in a Free and Reduced Lunch program, select that option. Otherwise select *None* or *Unknown*.
 6. **Migrant**—Does the user have migrant status? Select *Yes* or *No*.
 7. **Special Needs**—Is this user part of a Special Needs program? Select *Yes* or *No*.
 8. **AYP Reporting Category**—Select one or more AYP (Adequate Yearly Progress) Reporting Categories for the user.
 9. **Language**—Select one or more languages that the user speaks.
 10. **Educational Program**—Select one or more of the Educational Programs with which the user is affiliated.
- Click the *Next* button to complete the creation of the user. You will be taken to a confirmation screen. You may also use the *Back* button to return to the previous screen, or the *Clear Form* button to remove all your choices.