

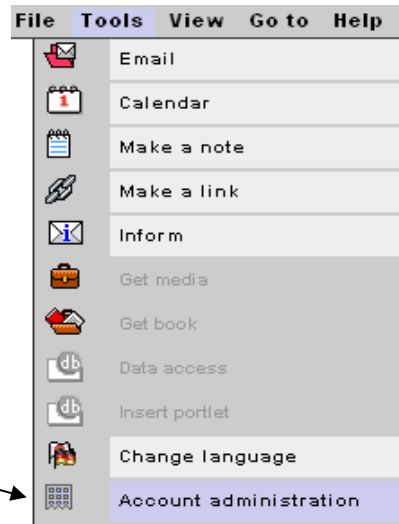
Creating a Multiple Login Account

Sometimes it can be useful to have a general login and password that multiple users can log in with. Younger classes or guest accounts can benefit from this. Note that the power to set an account to accept multiple logins is restricted to school or LEA administrators. Therefore you will need to be logged in as **school.lea.lgfl** or **lgfl.lea** in order to perform this.

1.) Login as a school or LEA administrator.

2.) You can either create a new account from scratch or navigate to the homepage of an existing account. that you wish to change.

3.) Select **Account administration** from the **Tools** menu.



4.) You should now see the option to change between “single login” or multiple login”. Set it as desired.

A screenshot of a user profile settings window with tabs for 'Details', 'Accounts', 'Linking', and 'Email Mapping'. The 'Accounts' tab is active. It contains the following fields: 'firstname' (required), 'lastname' (required), 'nickname', 'email', 'gender' (dropdown menu set to 'Prefer not to say'), 'age' (dropdown menu set to 'Prefer not to say'), 'enable multi-login' (dropdown menu set to 'Multiple Login'), 'password' (minimum 6 characters), 'password again' (to double check), and 'MIS ID'. There are 'ok' and 'cancel' buttons at the bottom.