Add a User Manually to KITE Educator Portal

NOTE: These pages have been excerpted from the DLM Data Management Manual. This procedure is most helpful when adding five users or fewer or to edit user information.

HINT: Data managers with the role of DTC can add district-level roles to users, e.g., District User or District Superintendent. If you are a district administrator who needs an Educator Portal account or to move an account to a new district, please contact Heather Heineke at heather.heineke@ride.ri.gov for assistance.

1. Go to Educator Portal and log in: https://educator.kiteaai.org/AART/logIn.htm

2. Select Settings.

3. Select Users from the drop-down menu.

4. The View Users tab is the default. Select the Add User tab.
5. On the Add User screen, complete all User Information fields (fields marked with a red asterisk are required).
   - First Name
   - Last Name
   - Email Address will become the username when signing into Educator Portal.
   - Educator Identifier is required for users with the teacher role. The Educator Identifier links a teacher to their students when a roster is created. Use the teacher’s email address.

![User Information](image-url)

6. Complete the Organization & Roles drop-down fields. Select the Add button.

![Organization & Roles](image-url)

NOTE: After the Add button is selected, the red asterisk will appear above the Educator Identifier field for users with the teacher role, making it a required field. Include the Educator Identifier if not already entered.

![User Information](image-url)
7. **If a user has multiple roles**, select the default role at the bottom of the screen. Then select the **SAVE** button. **If a user has one role, skip this step and go to step 8.**

HINT: If a user has multiple roles in a district or serves multiple schools in the same district, the district data manager should complete steps 5-7 for each role and organization. Select **Add** after adding each role or school. Once all roles or organizations are added and the default role is chosen, select **SAVE** to complete the process.

When a user with the Teacher role needs to be associated to multiple organizations (more than one school or district), the additional organizations should be added to one teacher account. By following this recommendation, the teacher will only complete Required Test Administrator Training one time to qualify in each organization and will have only one account to use for signing into Educator Portal.

NOTE: If any user serves multiple districts, contact Heather Heineke (heather.heineke@ride.ri.gov) or a Service Desk agent to complete the above steps for the user.

8. **After selecting SAVE**, a confirmation message will appear, stating that the user account has been successfully created. Log out and sign back in to access the changes.
9. **For a user with multiple roles**, Educator Portal requires a default role. This default role is the one which will display to the user on the home screen when first logging into Educator Portal. Typically, the default role is the one in which the user spends the most time. The other roles are available to the user when needed and can be changed in the drop-down menu in the upper right corner of the home screen.

![Role Selection](image1.png)

10. Sometimes after adding a new user, an error message may display, indicating that a user with the same email is already in the system.

![Error Message](image2.png)

To locate the existing user, go to **Error! Reference source not found.** on page **Error! Bookmark not defined.** of the Data Management Manual.
EDIT A USER’S ACCOUNT

Use this procedure to edit data in a user’s account or to change a user’s role(s) or organizations from those previously assigned.

1. Select Settings.

2. Select Users from the drop-down menu.

3. On the View Users: Select Criteria screen, the fields for state, district, and school will prepopulate according to the user’s permissions in Educator Portal. Apply filters, using the drop-down arrow in the fields to choose a different organization from those available.

4. Select Search.
5. The list of all active or pending users for the applicable organization will appear.

![Image](image1.png)

**HINT:** To include inactive users, check the box next to **Include Inactive Users** before selecting **Search**.

![Image](image2.png)

6. In the table of available users, select the box on the far left in the row for the user whose account needs editing.

7. At the bottom of the grid, select the **Edit** button (includes the pencil icon). The **Edit User: Enter User Information** screen will appear.

![Image](image3.png)
8. In the upper portion of the **Edit User: Enter User Information** screen, make edits such as changing the last name, correcting spelling errors, etc. If an administrator user’s email address changes from one year to the next or during the school year, but the user has not changed organizations, do not create a new user account. Instead, edit the user’s email. By using this recommendation, the user’s new email address will become the new Educator Portal username, but the user’s password will not change.

9. If no changes to roles or organizations are needed for the user, select **Save** at the bottom of the screen. Edits will apply to all associated roles and organizations for the user.

10. To further modify a user account, such as add more roles or organizations, **before** selecting the **Save** button, scroll to the **Organization & Roles** section in the lower portion of the screen.

11. Select the required **Assessment Program** and **Role**. Additional drop-down fields display depending on the role. Choose the appropriate district and school.

**IMPORTANT MESSAGES ABOUT THE TEACHER ROLE**

If the email address changes for a user with the Teacher role, contact the Service Desk. Their agents will ensure the user’s Educator Portal account matches their account in Moodle for the Required Test Administrator Training.

If the Educator Identifier changes for a user with the teacher role, use the **Edit User: Enter User Information** screen to make the change. Any new roster being created must match the new Educator Identifier. Existing rosters will be updated automatically.
12. After selecting a new role or organization, select **Add**. This process must be followed for each additional role or organization needed.

13. When a user has more than one role or serves more than one organization, before selecting **Save**, the default role must be chosen. This role determines the role and organization that first appear when the user signs into Educator Portal. The default role should be the role used the most by the user.
14. If a role needs to be removed from a user, at the bottom of the screen to the left of the role to be removed, select the trash can icon.

15. When all changes have been made and are ready to be saved, select Save. This will close the Edit User: Enter User Information screen. Messages will appear stating whether the changes were successful or if a required field was missed. Complete the process and then Save.