

# 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.

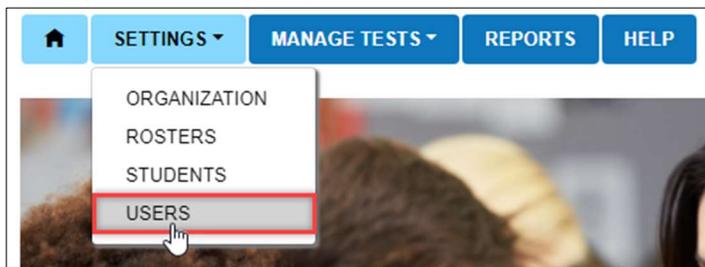
HINT: Data managers with the role of DTC can add district-level roles to users, e.g., District User or District Superintendent. **If you are a district administrator who needs an Educator Portal account or to move an account to a new district, please contact Heather Heineke at [heather.heineke@ride.ri.gov](mailto:heather.heineke@ride.ri.gov)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

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

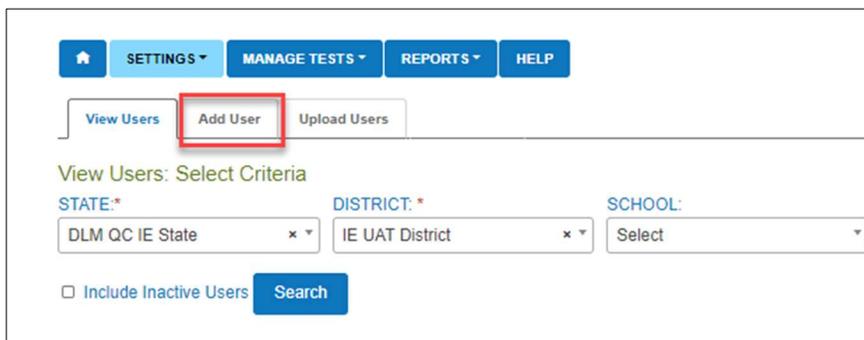
2. Select **Settings**.



3. Select **Users** from the drop-down menu.



4. The **View Users** tab is the default. Select the **Add User** tab.



- 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** Save

FIRST NAME: \*  LAST NAME: \*  EMAIL ADDRESS: \*

EDUCATOR IDENTIFIER:

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

**Organization & Roles**

STATE: \*

ASSESSMENT PROGRAM: \*

ROLE: \*

DISTRICT: \*

SCHOOL: \*

**Add**

Default : State : Assessment Progr... : Role : Distric

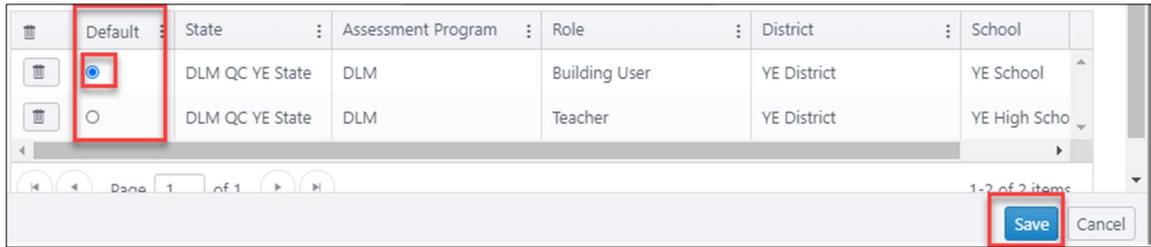
NOTE: After the **Add** button is selected, the red asterisk will appear above the Educator Identifier field for users with the teacher role, making it a required field. Include the Educator Identifier if not already entered.

**User Information**

FIRST NAME: \*  LAST NAME: \*  EMAIL ADDRESS: \*

**EDUCATOR IDENTIFIER: \***

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.

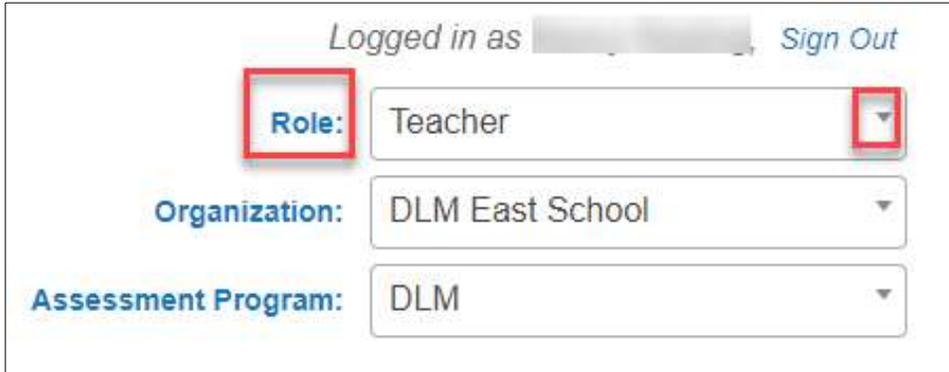
When a user with the Teacher role needs to be associated to multiple organizations (more than one school or district), the additional organizations should be added to one teacher account. By following this recommendation, the teacher will only complete Required Test Administrator Training one time to 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](mailto: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.



Logged in as [redacted], [Sign Out](#)

**Role:** Teacher

**Organization:** DLM East School

**Assessment Program:** DLM

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.



Select Action: Add User

User with same educator identifier exists for organization Keating Middle School.  
USER INFORMATION

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

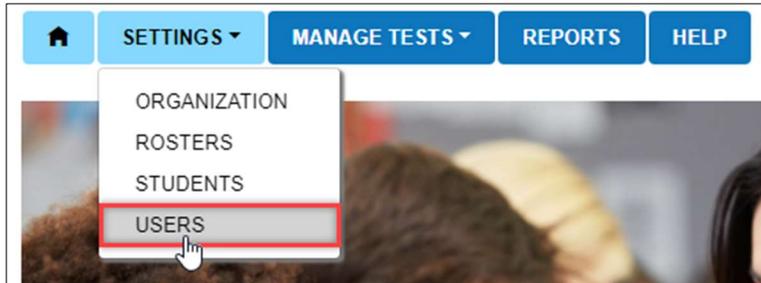
## EDIT A USER'S ACCOUNT

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.

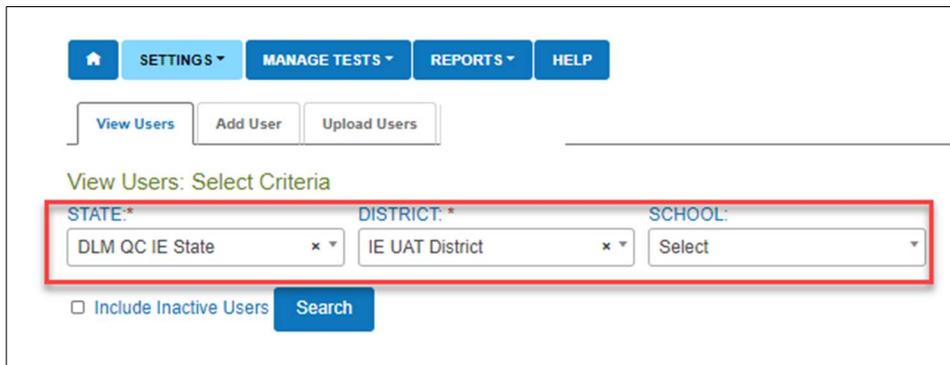
1. Select **Settings**.



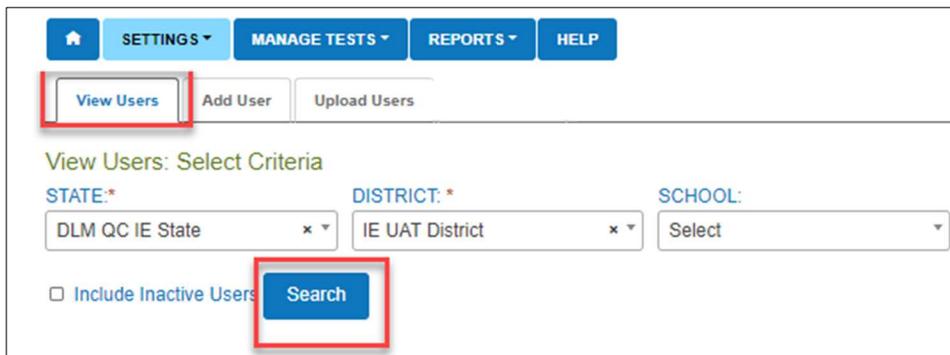
2. Select **Users** from the drop-down menu.



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**.



- The list of all active or pending users for the applicable organization will appear.

<input type="checkbox"/>	Status ↓	Last Name	First Name	Educator Identifier	Assessment Program(s)
<input type="checkbox"/>	Pending	Smith	Sally		DLM
<input type="checkbox"/>	Active				DLM, I-SMART
<input type="checkbox"/>	Active				DLM

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

SETTINGS
MANAGE TESTS
REPORTS
HELP

View Users
Add User
Upload Users

**View Users: Select Criteria**

STATE: \*  DISTRICT: \*  SCHOOL:

Include Inactive Users
 **Search**

- In the table of available users, select the box on the far left in the row for the user whose account needs editing.
- At the bottom of the grid, select the **Edit** button (includes the pencil icon). The **Edit User: Enter User Information** screen will appear.

<input type="checkbox"/>	Status	Last Name ↑	First Name	Educator Identifier
<input type="checkbox"/>	Active	Austin	Joleen	atlastech7
<input checked="" type="checkbox"/>	Active	Barnett	Landen	atlastech7
<input type="checkbox"/>	Active	Burrell	Lexia	atlastech7
<input type="checkbox"/>	Active	Hume	Elliott	atlastech7
<input type="checkbox"/>	Active	Jatala	Annie	annieja
<input type="checkbox"/>	Active	Langas	Mari	jayhawk
<input type="checkbox"/>	Active	Westcott	Debbie	atlastech7

✉ Send Activation Email
 Edit
✓ Activate
⊘ Deactivate

- 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.

**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.

- 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.

The screenshot shows a web form titled "Edit User : Enter User Information". It contains several input fields: "FIRST NAME:" with the value "John", "LAST NAME:" with the value "Educator", "EMAIL ADDRESS:" with the value "john.educator@email.com", and "EDUCATOR IDENTIFIER:" with the value "55551". Below these fields is a section titled "Organization & Roles" which includes three dropdown menus: "STATE:" (set to "DLM QC IE State"), "ASSESSMENT PROGRAM:" (set to "Select"), and "ROLE:" (set to "Select"). There is an "Add" button below the dropdowns. At the bottom of the form, there is a table with columns: "Default", "State", "Assessment Program", "Role", "District", and "School". At the bottom right of the form, there are "Save" and "Cancel" buttons, with the "Save" button highlighted by a red rectangle.

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

12. After selecting a new role or organization, select **Add**. This process must be followed for each additional role or organization needed.

First Name: \* John  
Last Name: \* Educator  
Email Address: \* john.educator@email.com  
Educator Identifier: \* 55551

**Organization & Roles**

State: \* DLM QC IE State  
Assessment Program: \* DLM  
Role: \* District User  
District: \* IE UAT District

**Add**

Save Cancel

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.

Default	State	Assessment Program	Role	District	School
<input checked="" type="radio"/>	DLM QC YE State	DLM	Building User	YE District	YE School
<input type="radio"/>	DLM QC YE State	DLM	District Test Coordinator	Keating District YE	

Page 1 of 1 1-2 of 2 items

Save Cancel

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.

The screenshot shows the 'Edit User: Enter User Information' interface. The 'Organization & Roles' section contains three dropdown menus: 'STATE:\*' (DLM QC IE State), 'ASSESSMENT PROGRAM:\*' (Select), and 'ROLE:\*' (Select). Below these is an 'Add' button. A table lists roles with columns: Default, State, Assessment Program, Role, District, and School. The second row's trash can icon is highlighted with a red box.

	Default	State	Assessment Program	Role	District	School
<input checked="" type="radio"/>		DLM QC IE State	DLM	Teacher	IE UAT District	IE UAT Element
<input type="radio"/>		DLM QC IE State	DLM	Teacher	IE UAT District	IE UAT High Sc
<input type="radio"/>		DLM QC IE State	DLM	District User	IE UAT District	

Page 1 of 1 1-3 of 3

Save Cancel

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**.