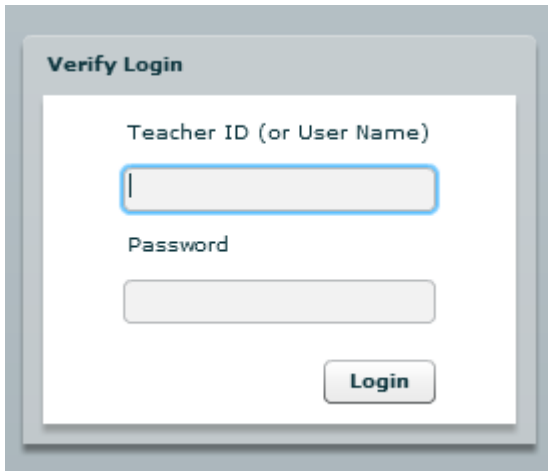


NAD ID Management Instructions

1. Logging In

Point your browser to: http://www.nadeducation.org/id_manager

Login using your user name or teacher ID.



The 'Verify Login' form is a rectangular box with a light gray border. It contains two input fields: 'Teacher ID (or User Name)' and 'Password'. Below the password field is a 'Login' button.

Verify Login

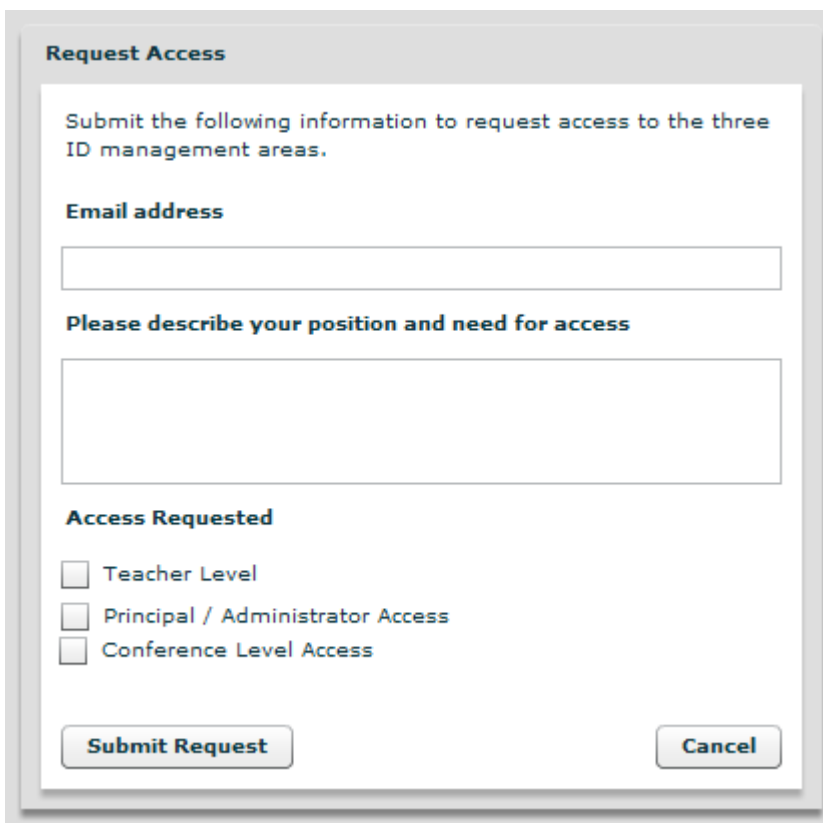
Teacher ID (or User Name)

Password

Login

2. Request Access (initial login only)

If you do not have rights to manage IDs you will get a form like this. Describe your position and need for access. Check the box next to the access you will need.



The 'Request Access' form is a rectangular box with a light gray border. It contains a text area for describing the user's position and need for access, and a list of checkboxes for the type of access requested. At the bottom are 'Submit Request' and 'Cancel' buttons.

Request Access

Submit the following information to request access to the three ID management areas.

Email address

Please describe your position and need for access

Access Requested

Teacher Level

Principal / Administrator Access

Conference Level Access

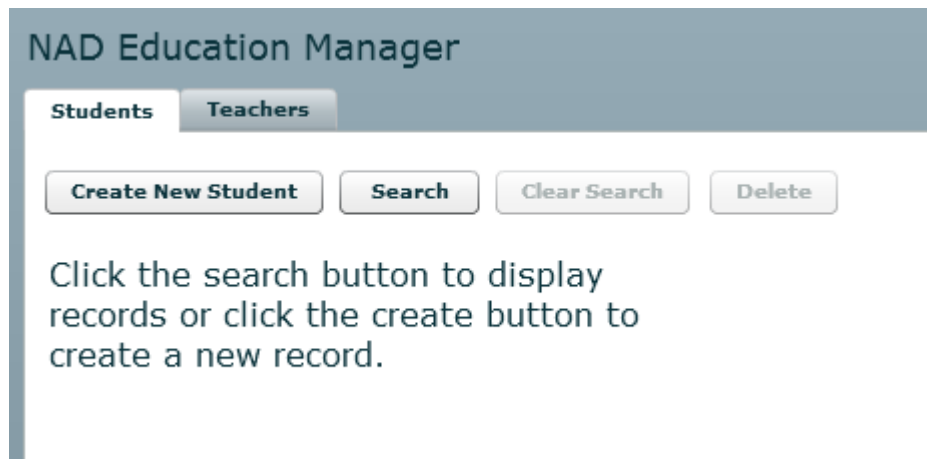
Submit Request

Cancel

3. Manager Tabs

If you have access, you will be presented with a student tab, teacher tab, school tab or all three.

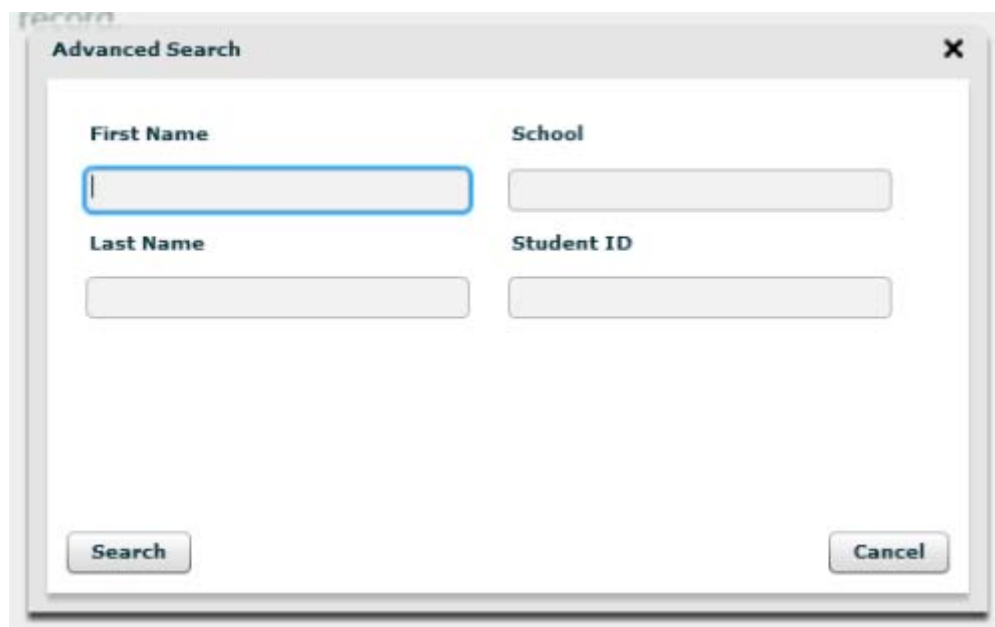
Depending on your access rights, you can search or create new records from here.



The screenshot shows the 'NAD Education Manager' interface. At the top, there are two tabs: 'Students' (which is selected) and 'Teachers'. Below the tabs, there are four buttons: 'Create New Student', 'Search', 'Clear Search', and 'Delete'. Below the buttons, there is a text instruction: 'Click the search button to display records or click the create button to create a new record.'

4. Search

Click the search button. You can search by any of the fields. Pressing "enter" or clicking the search button will submit your search.



The screenshot shows an 'Advanced Search' dialog box. It has a title bar with a close button (X). Inside the dialog, there are four input fields arranged in a 2x2 grid. The top-left field is labeled 'First Name' and is currently selected with a blue border. The top-right field is labeled 'School'. The bottom-left field is labeled 'Last Name'. The bottom-right field is labeled 'Student ID'. At the bottom of the dialog, there are two buttons: 'Search' on the left and 'Cancel' on the right.

If your search turned up no results, click the "search" button again and try different search parameters.

If your search turned up results, you will see a list of records. You can clear the search results by clicking "clear search". You can click the box next to records and then click the "delete" button to delete records. Finally, you can double click on a record to edit it.



5. Editing a Record

If you double click on a record it will open like the image below. Please notice "School" near the bottom of the popup. This is called an accordion. Clicking on "School" will hide the "Detail" view and will show you the school view. Clicking on "Detail" while in the school view will take you back to the detail view.

IMPORTANT: a record is only saved if you press the "Save" button. Clicking "Close" or the little "x" in the right hand corner will not save your changes.

The screenshot shows a window titled "Edit Student" with a close button (X) in the top right corner. Below the title bar are two buttons: "Save" and "Close", followed by the name "John Doe". The main content area is divided into two sections: "Detail" and "School".

The "Detail" section contains the following fields:

- Student ID:** 761573
- Date of birth (yyyy-mm-dd):** 2004-08-16 (with a calendar icon)
- First Name:** John
- Middle Initial:** Z
- Last Name:** Doe

The "School" section is currently empty.

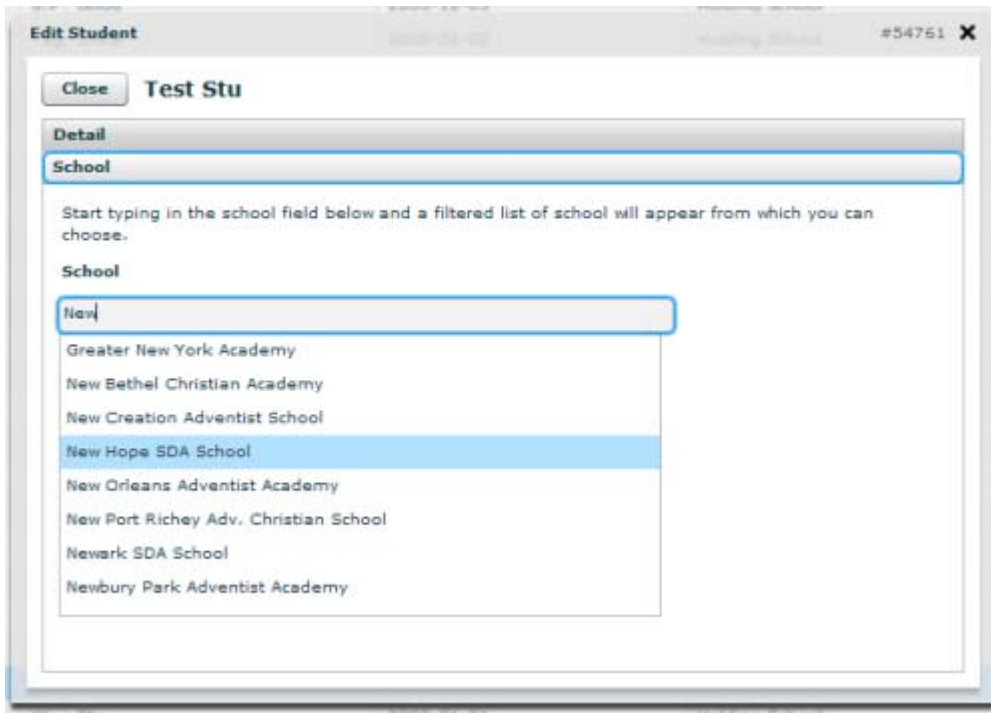
Select a school from the list and select "Save".

If you make a change to a record, like changing a student's name, the Save button will become disabled and a "Verify Record" button will appear. You must click the "Verify Record" button to check for other records that may be similar. If no similar records are found, the save button will be enabled again and you may save the record.

To select a school or change a school for a student record, start typing the school's name in the text field

The list will contain any schools which have the same sequence of characters you have entered. In the example below, the letters "new" have been entered.

All schools that have "new" somewhere in the name are shown in the list. Use the mouse and click the correct school from the list. The school's name will pop into the text field. Clicking "Save" will save both the detail and the school views.



6. Creating a Record

If you have creation rights you will have a create button. Clicking on the create button will open a blank record.

Once you have filled in all the fields click "Verify New Teacher(or Student)." If no duplicate records were found a popup will notify you and you may then click the "Save" button to save the record.

Save Verify New Teacher Close

Detail

Teacher ID

First Name **Email**

Middle Initial **Password**

Last Name **Confirm Password**

Leave both password fields blank if you do not wish to change the password.

If you are creating a new record and the system finds a similar record it will warn you. All records with similar attributes will be displayed in a list like the one below.

Please verify that you are not creating a duplicate record. The teacher or student may already be in the system.

If you are sure the record is not a duplicate click "The record is not a duplicate."
You will now be able to save the record.

Edit Student X

Save Verify Record Close

WARNING!

The student you are adding may already be in the database. Please check the records below to make sure you are NOT entering a duplicate record. After you have looked at the records below and believe the new record is not a duplicate, click the button below.

The record is not a duplicate

First Name	MI	Last Name	Birth Date	Student ID
John	Z	Doe	2004-08-16	761573

Detail

School

7. Exporting a School or Student List

You can export a list of students for a school in two ways.

The search results window will have a button in the action column called "Export Students." When editing a school, click "Students" near the bottom and show the student's view. Click the "Export" button.

Clicking either of these buttons will popup a file dialog box. Choose where you want the file to be saved on your computer. The file is a tab delimited text file. You can open it in Excel, Open Office, or a text editor.

Action
Export Students

Close

Save

Gold Coast Christian School

Detail

School Information

Students

Enter text here to filter

X

Export

First Name	Last Name	Student ID
Rand	Black	699546
Nathan	Chavez	540537
Angel	Lindt	687053
Austin	Peavyhouse	842924
Madison	Pride	942811
Leanna	Rodriguez	275379
Natasha	Sutliff	970917
Clarissa	Tomas	349608
Justice	Black	508801
Houston	Peevhouse	692900