

# sdmylife

Powered by **xello**

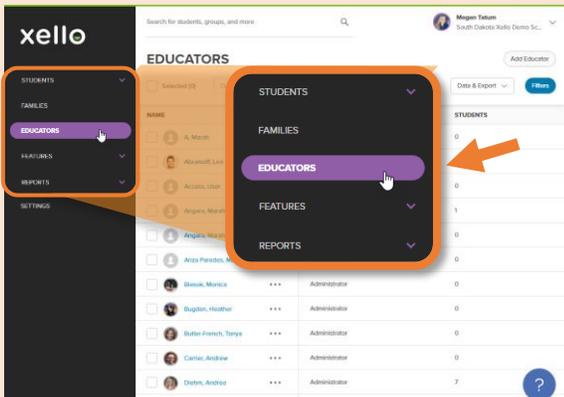


## How to Create Educator Accounts

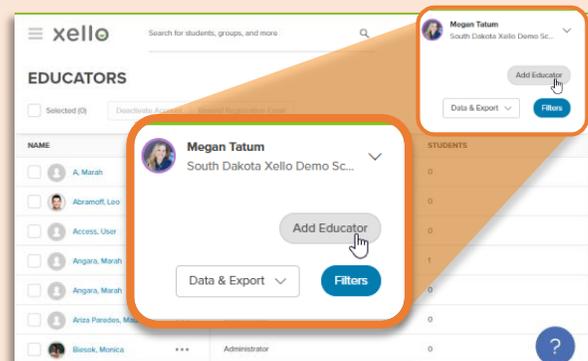
From the educator account:

**i** Educators must have **administrator** level access to add and/or deactivate educator accounts.

**1** Click “Educators” from the menu of options



**2** Click “Add Educator”



**3** Add the educator’s email address and basic information

EDUCATOR LIST → ENTER EMAIL

Email Address  
megan.tatum@state.sd.us

Next

First Name  
Test

Last Name  
Test

Job Title

Known to Students as  
Test Test

Next

**4** Set the educator’s permission level and click “Add Educator”

Set permissions for South Dakota Xello Demo School

Administrator ⓘ

User ⓘ

Limited Access ⓘ

Administrators are responsible for championing and managing Xello at their site.

Users work with students in Xello on a regular basis.

Limited Access Users work with a small group of students and only need access to those students' information.

Add Educator

**i** The educator will receive an email with a link to activate their account within 7 days.