

- Setting up new Users
- Managing existing Users
- Managing Benchmarks & Target setting

2
Administrators
per school

There is a
specific
Username
for the
Admin site



- Reviewing data
- Checking FFT Benchmarks
- Target setting

Administrators
need to set up
an account
for themselves
on the
Main site

There is a
different
Username
for the
Main site

Setting up & registering a User account

28 DAY TIME LIMIT

Administrator
initially sets up
new User in
the Admin site

SET-UP

Email generated
and sent securely
to new User,
containing link*
to activate
account on
Main site

EMAIL SENT
*Expires in 28 days

Activation code
is provided
seperately to
new User

Use with link*

ACTIVATION
CODE

User completes
sign up on
Main site with
memorable
answers to
security questions

FINISH SIGN-UP