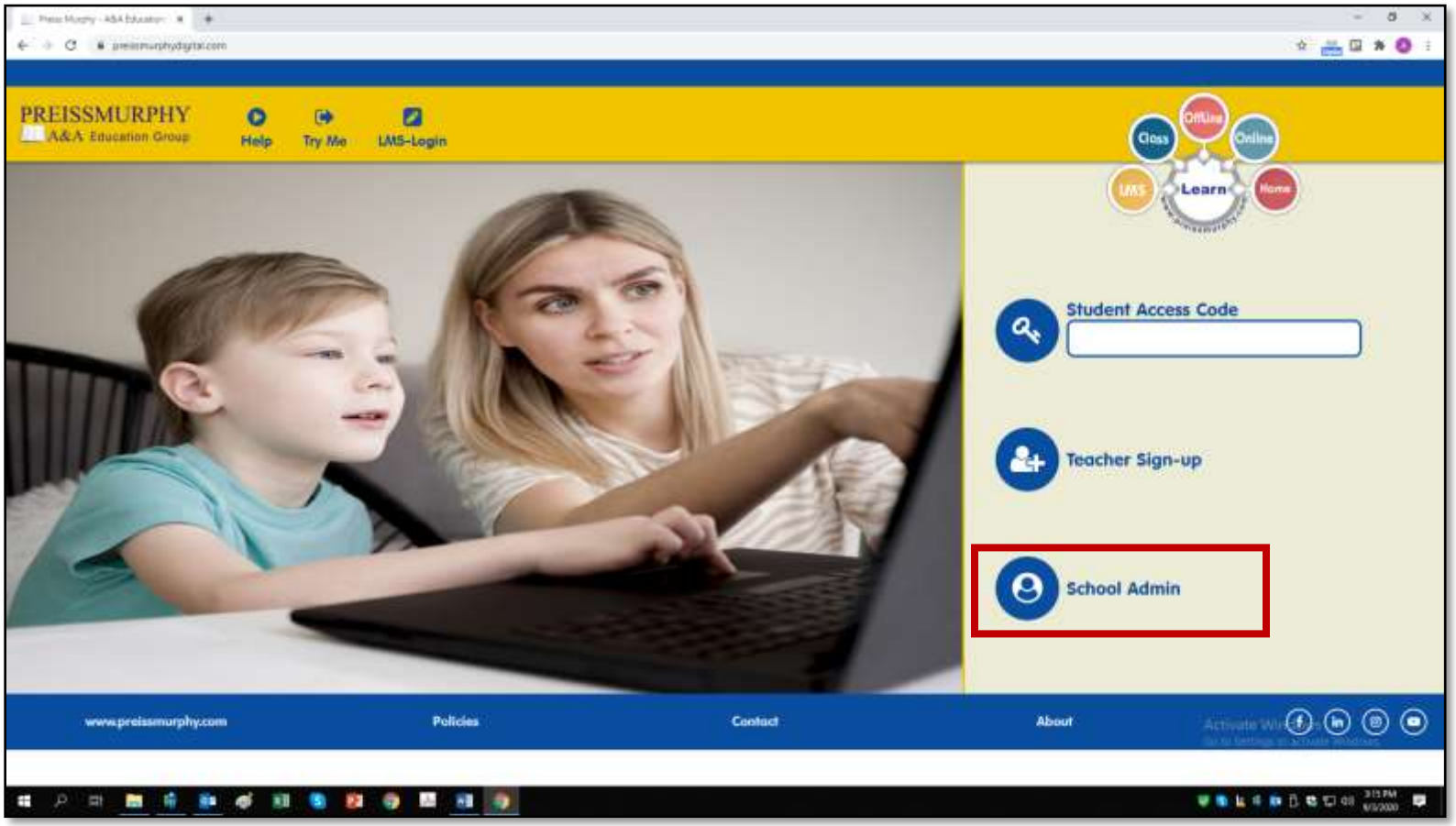
School Admin Quick Guide

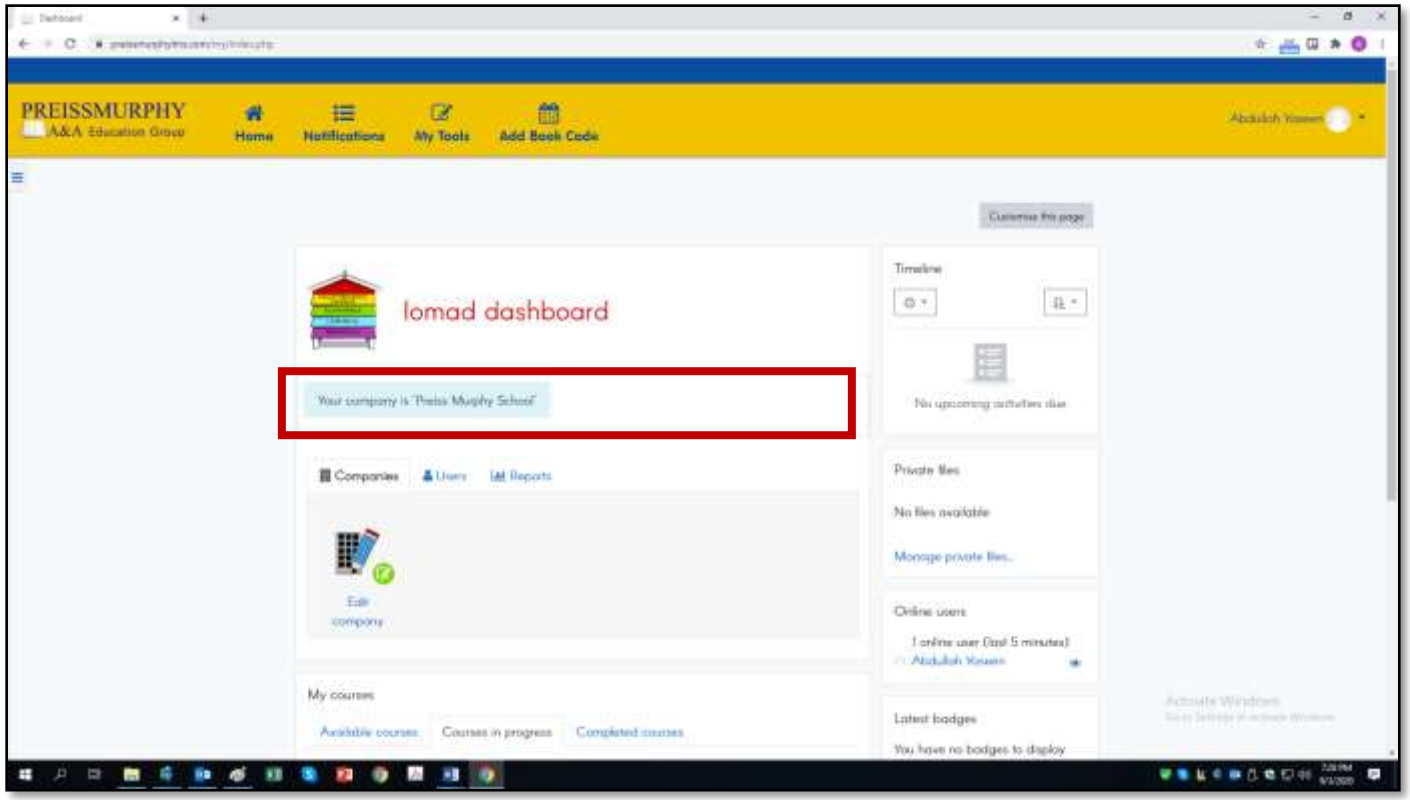
PREISSMURPHY
A&A Education Group

- (School Admins) How do I add my school to the LMS?

1. Preiss Murphy will add your school to the LMS.
2. **Contact** your Preiss Murphy distributor to receive your *username* and *password* as School Admin.
3. With your *username* and *password*, login at **www.preissmurphydigital.com**.



4. On your Dashboard, you will find the name of your school and the *School Key*.
   Save this key, and **provide** it to your teachers. Teachers will join your school using this *School Key*.

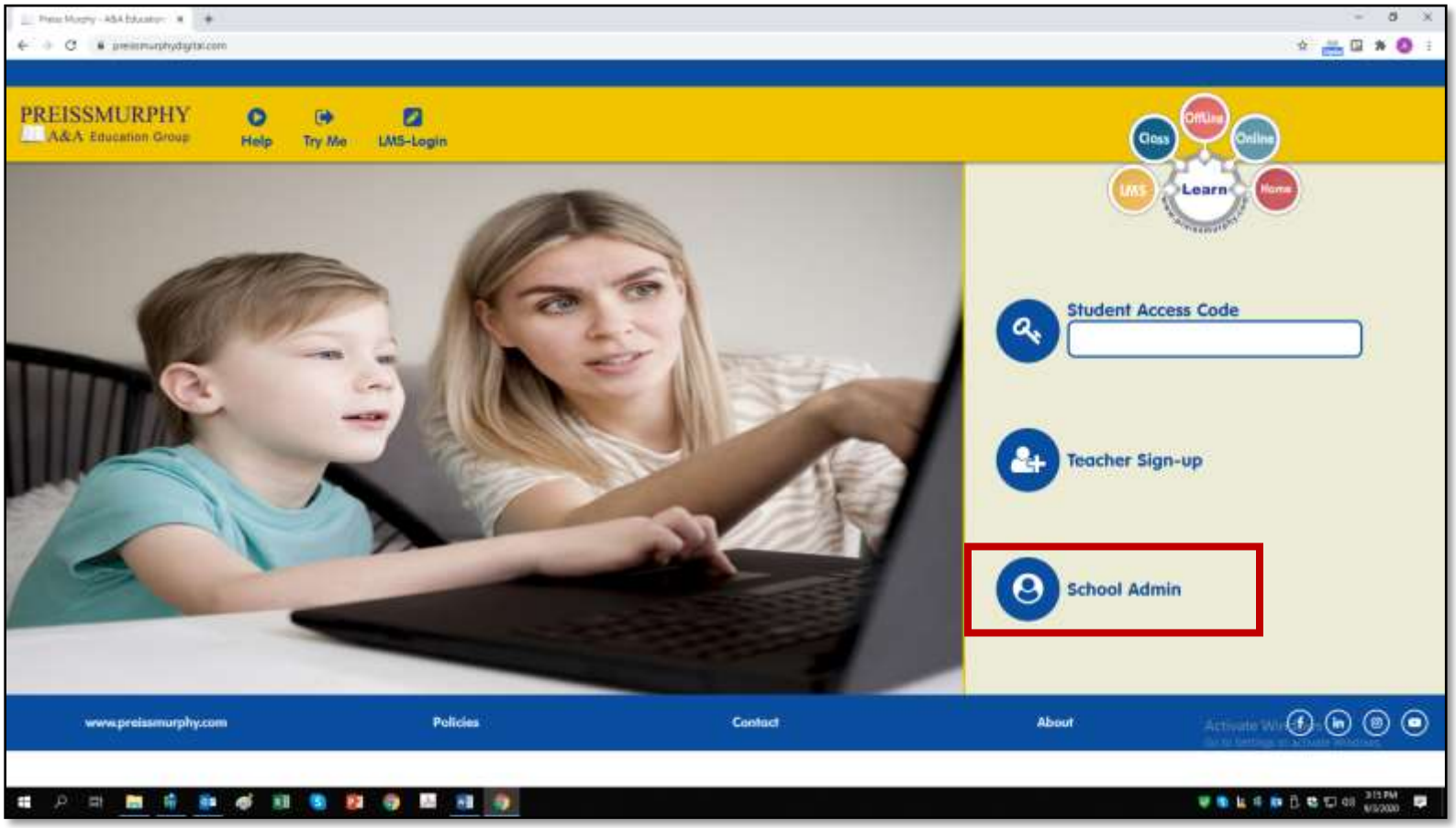


- (School Admins) How do I add teachers to the LMS?

All teachers will sign-up at **www.preissmurphydigital.com** using the *School Key* provided by you, the School Admin.

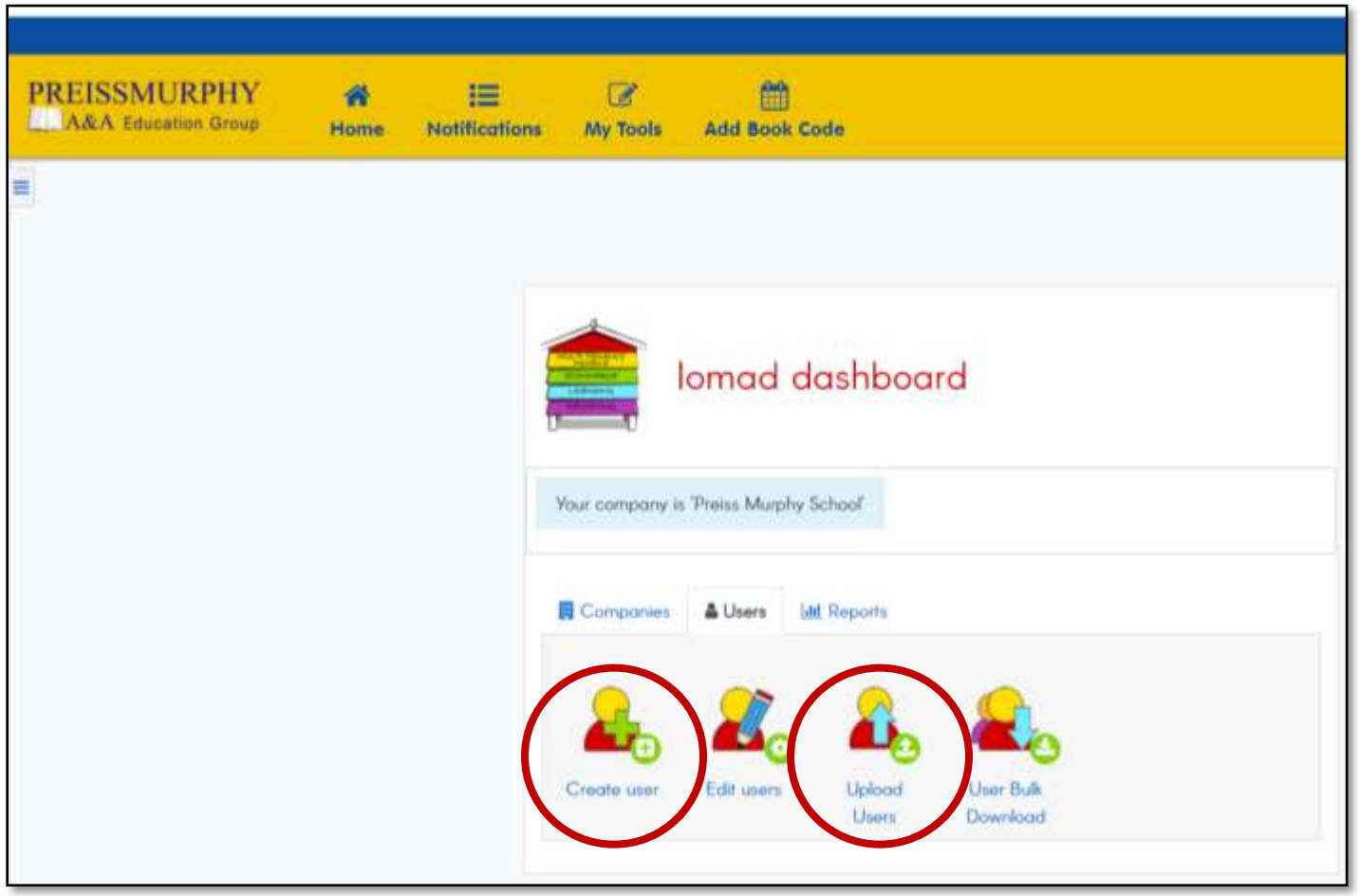
If you would like to add teachers manually, follow the instructions below.

1. **Login** to the LMS at **www.preissmurphydigital.com**.

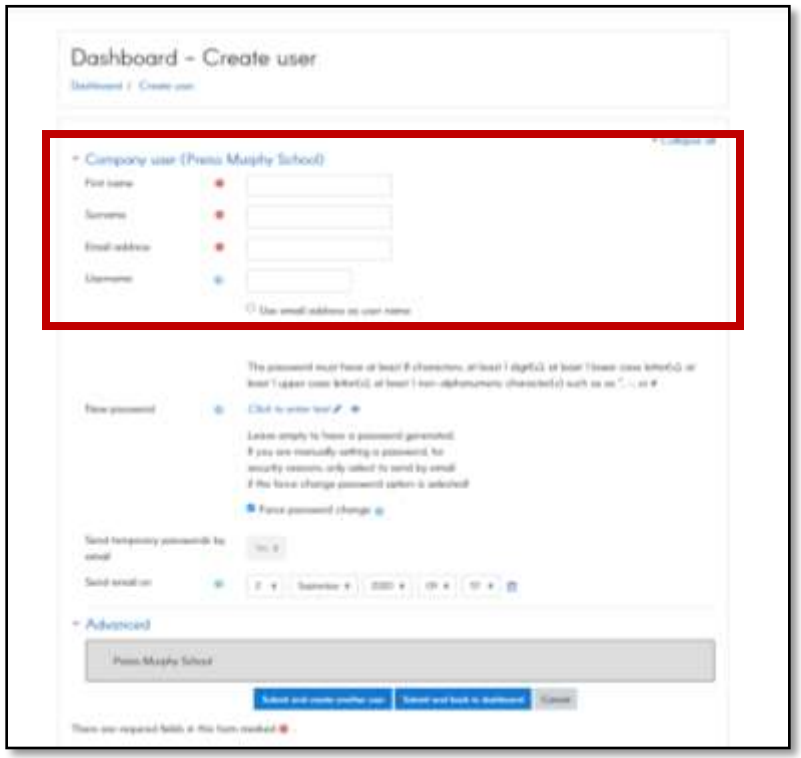


2. Your *Admin Panel* is shown below.

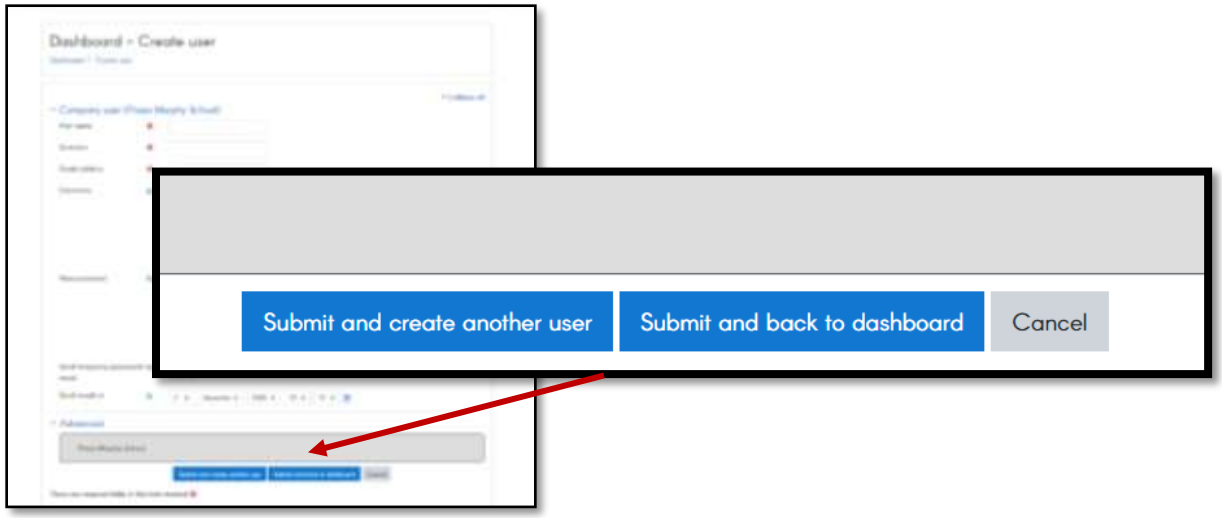
   Click on **Create user** to add *one teacher* to your school (go to #4).
   or
   Click on **Upload users** to add *several teachers* to your school (go to #6).



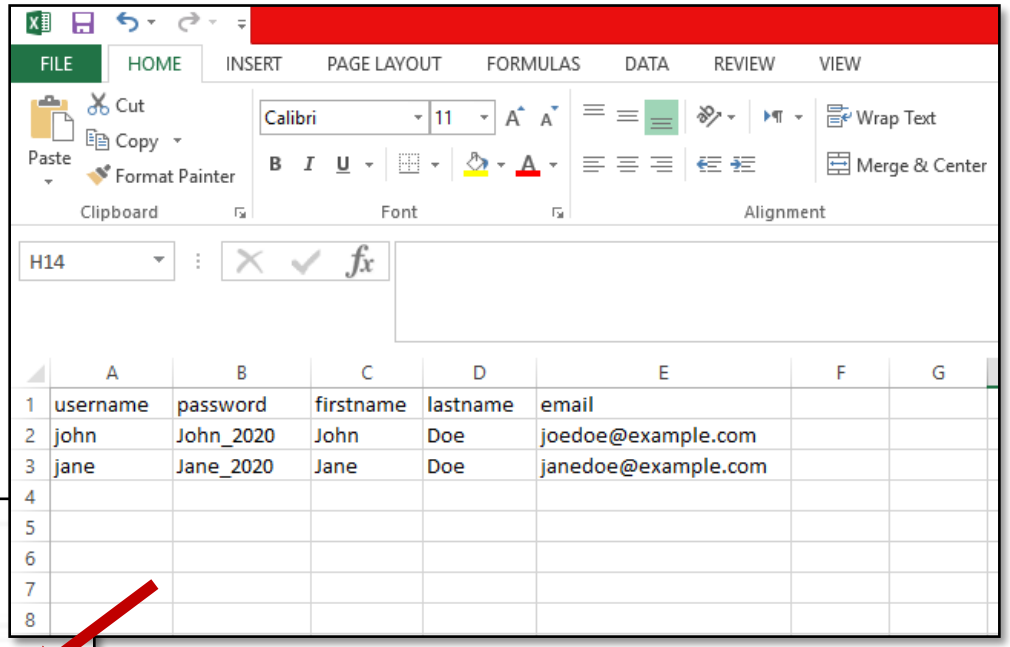
3. To add one teacher user, **type** a *username* and a *password*, and the teacher's information according to instructions.

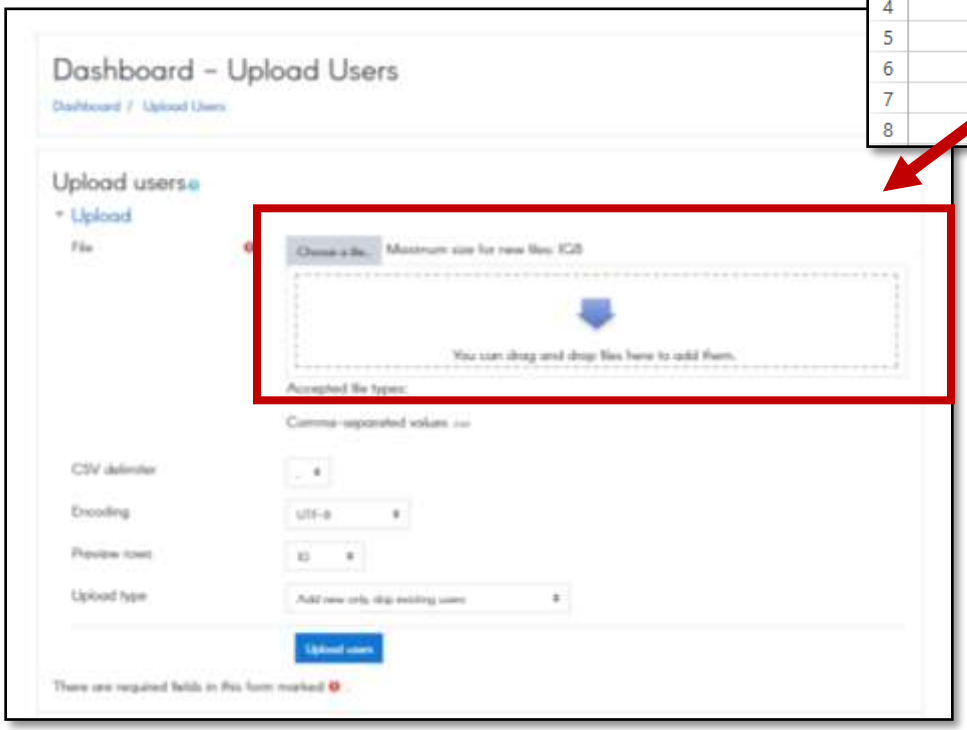
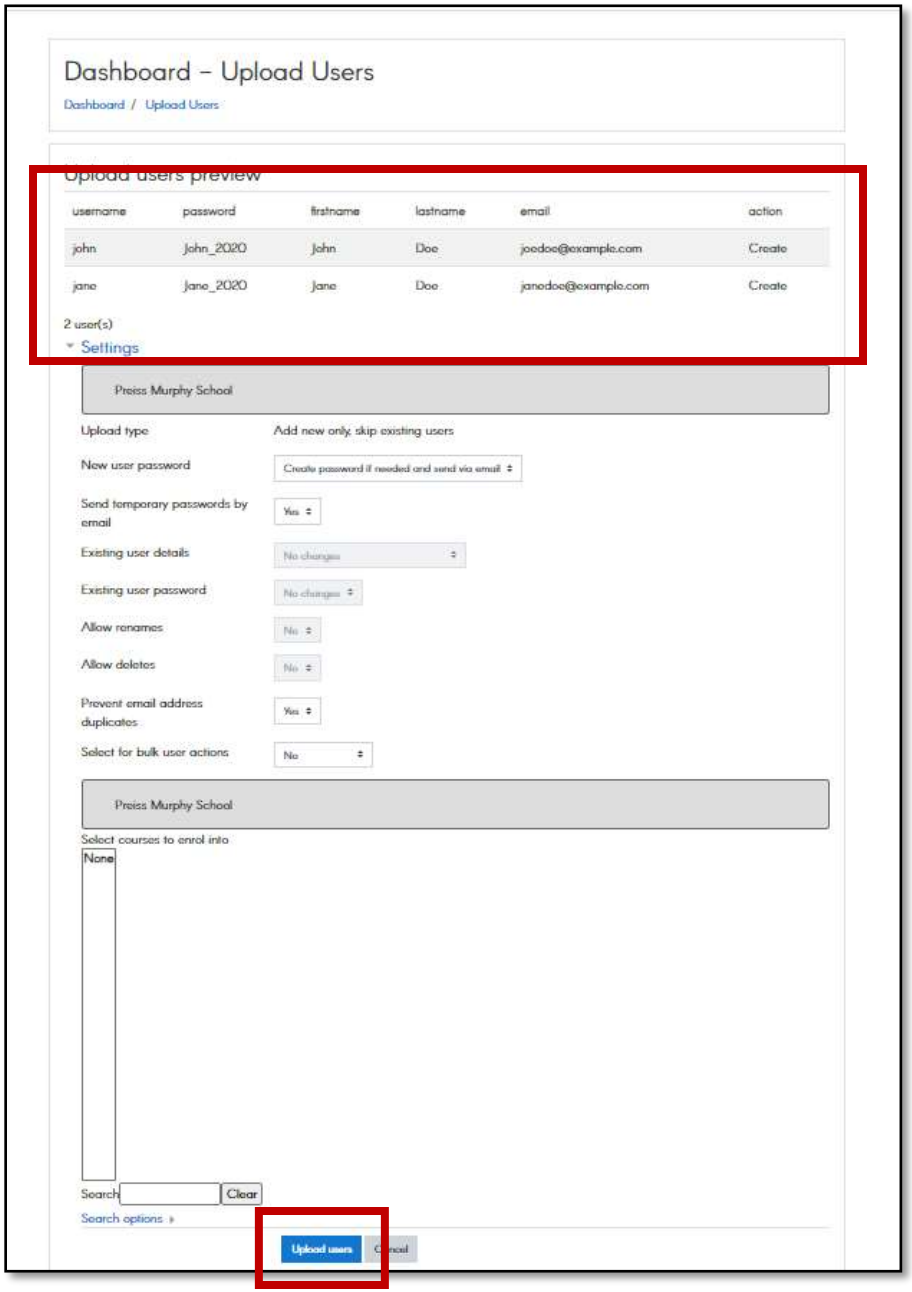


4. **Click** on **Submit and create another user** to add another user or **Submit and back to dashboard** to confirm the teacher user you have just created.



5. To add several teachers, **upload** the *teachers_list.csv* file as shown below.





6. **Click** on **Upload users** to add the teacher users to the LMS.