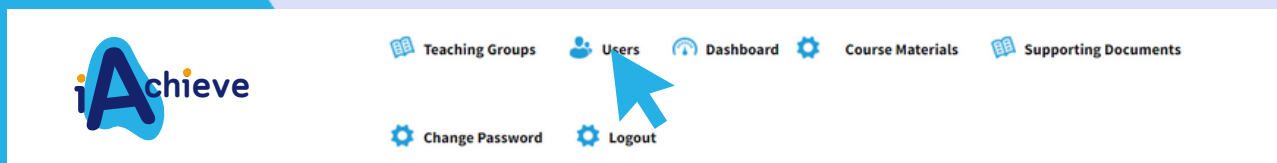


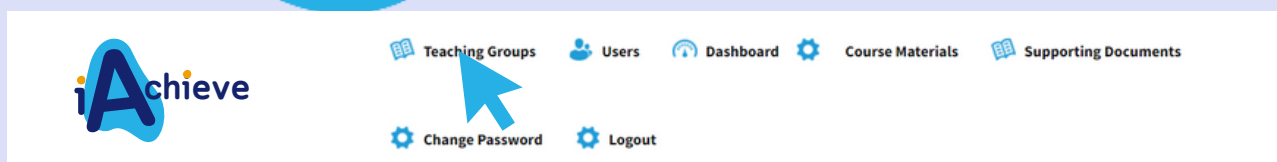
# Admins: Setting Up

The iAchieve platform is simple to use – just follow these easy steps:

1. Log in to your admin account
2. Create *teacher* accounts in the 'Users' section of the platform. The system will display a message to let you know that the account has been created and the teacher will be sent an automated email with their login details.



3. Create your *learner* accounts in the 'Users' section of the platform too. There are two options:
  - 'Add Learner' if you're only adding one or a few learners. Complete all fields and submit.
  - 'Bulk Add Learners (csv)' if you need to add a larger group of learners. This involves downloading the csv file, completing it (keeping the format the same, otherwise the upload will fail) and uploading the completed csv file. Please make sure to follow the on-screen instructions for the upload to be successful.
4. Create *teaching groups* in the 'Teaching Group' tab at the top of your screen to give your teachers and learners access to the relevant course materials. All learners' names will appear in your teaching group – you just need to tick the names you wish to add to the group. Make sure that you set a realistic deadline as the learners won't be able to access materials after that date (you can always change it if circumstances change).



Don't forget... You will also need to register your learners with the relevant awarding organisation. Make sure you do this in good time, and also enter learners for any external assessments/exams that they will need to sit.

Please note that the registration fees are not included in your iAchieve package.