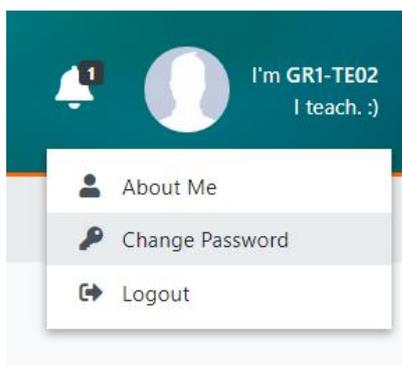


Quick Starter Guide for School Admins

A. Login Account and Update your Own Password

To login to your account, go to mceduhub.com and login using the User ID, School ID and default password provided.

The login form includes a "Sign in to discover the joy of learning" prompt. It has three input fields: "Username", "School", and "Password". Below the fields is a "Forgot Password?" link and a "Login" button. Above the form, there is a link for "I have an Access Code?" and a note "Get access code to create an account."

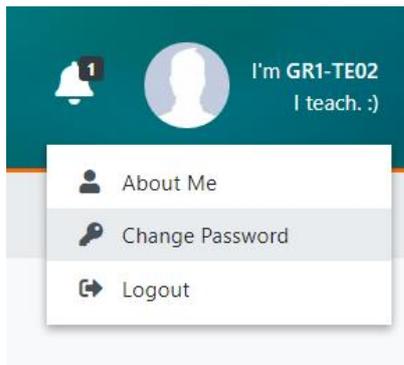
To update your own password, click on the blue avatar at the top right-hand corner and click "Change Password".

The "User Administration" page has a "Change Password" section. It includes a "Reset Student Password" link. The "Change Password" form has three input fields: "Current Password", "New Password", and "Confirm Password". Below the "New Password" field is a note: "Minimum 8 alphanumeric characters, containing at least 1 letter and 1 numeral and it must be different from the Login ID. Acceptable characters include a-z, 0-9 and symbols _ - . @". A "Save" button is at the bottom.

Enter your Current Password and your New Password. Then enter your new password again in the Confirm Password field.

Click Save.

B. Reset Student & Teacher Password



To reset student password, click on the blue avatar at the top right-hand corner and click “Change Password”.

A screenshot of the 'User Administration' page. The page has a light grey header with a gear icon and the text 'User Administration'. Below the header, there are three tabs: 'Change Password', 'Reset Student Password' (which is highlighted in orange), and 'Reset Teacher Password'. The 'Reset Student Password' section contains several dropdown menus: 'Level' (set to 'Grade 1'), 'Class' (set to '1A'), and 'Student' (set to 'stu1 (stu1)'). Below these are two text input fields: 'New Password' and 'Confirm Password'. A small text block below the 'New Password' field reads: 'Minimum 8 alphanumeric characters, containing at least 1 letter and 1 numeral and it must be different from the Login ID. Acceptable characters include a-z, 0-9 and symbols _ - . @'. At the bottom of the form is an orange 'Save' button.

To reset student password, click “Reset Student Password” and select the correct Grade, Class and Student.

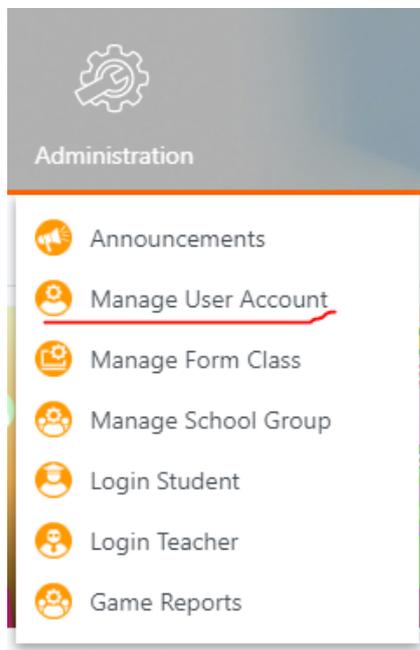
Enter the New Password, then enter the new password again in the Confirm Password field.

Then click Save.

The screenshot shows the 'User Administration' section with a sidebar on the left containing links for 'Change Password', 'Reset Student Password', and 'Reset Teacher Password'. The main area is titled 'Reset Teacher Password' and includes a 'Teacher' dropdown menu with the text 'Select a teacher'. Below this is a 'New Password' text input field with a note: 'Minimum 8 alphanumeric characters, containing at least 1 letter and 1 numeral and it must be different from the Login ID. Acceptable characters include a-z, 0-9 and symbols _ - . @'. A 'Confirm Password' field is located below the new password field. At the bottom right of the form is an orange 'Save' button.

To reset teacher password, click “Reset Teacher Password” and select the Teacher’s Name. Enter the New Password, then enter the new password again in the Confirm Password field. Then click Save.

C. Update Student Name & Class



Click on the Administration icon in the main navigation bar, and select Manage User Account.

 **Manage User Account**

Role

Class

Name

Login ID

Select the correct Role and Class, and you may also enter the user's Name or Login ID.

Click Search.

1 record(s) found

Showing 1 to 1 of 1

Name	Login ID ↓	Role	Status
<input checked="" type="radio"/> Student Three	Student3	Student	Enabled

Records per page: < >

Click on the radio button to select the user and click Edit.

Login ID

Fullname

! Login Id is not available.

To rename the student, just click on the name under Full Name and type in the new name.

Join Groups

Students

School Admin School CA Teacher

Student Parent Principal

To update the class, just click on the X to remove the current class.

Then click Select from List.

Click on the Select Form Class and click on the correct class.

Then click on Select.

Select School Group(s)	Select Form Class(s)	Selected Group(s)
<input type="checkbox"/> 1A		
<input type="checkbox"/> 1B		
<input type="checkbox"/> 1C		
<input type="checkbox"/> 2A		
<input checked="" type="checkbox"/> 2B		2B

Cancel **Select**

Once completed all the required changes, click Update.

Other Settings

Enable User Account

Update Cancel