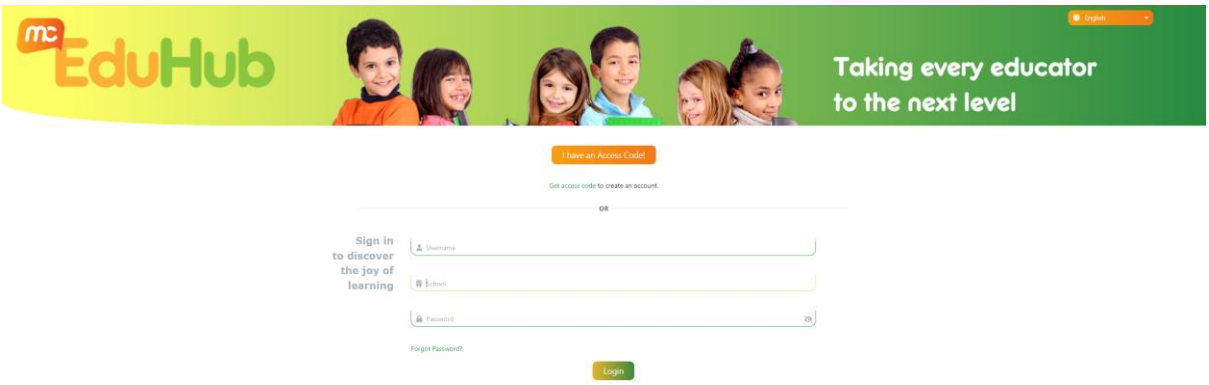
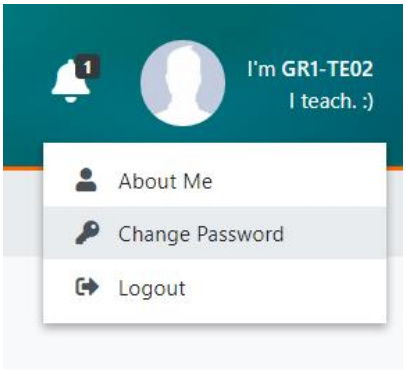
Quick Starter Guide for School Admins

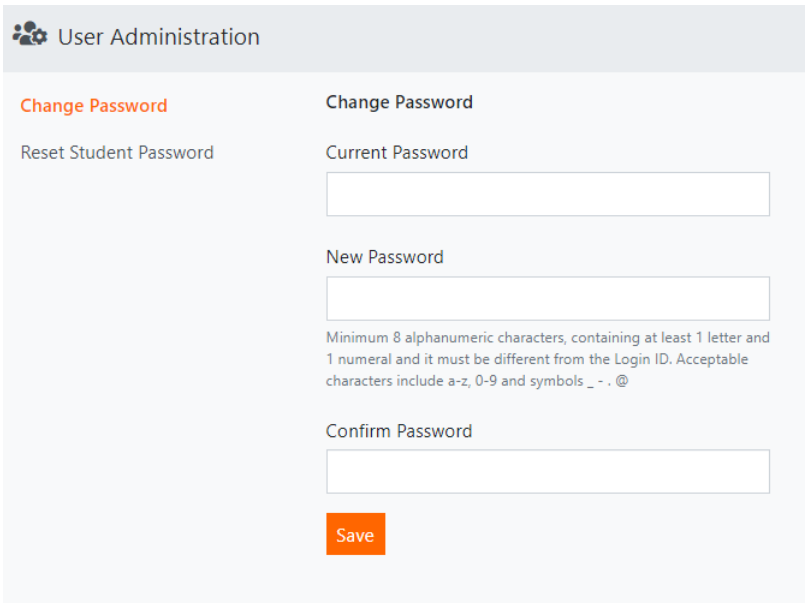
A. Login Account and Update your Own Password

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





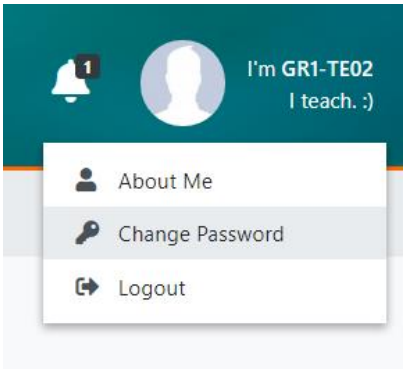
To update your own password, click on the blue avatar at the top right-hand corner and click “Change Password”.



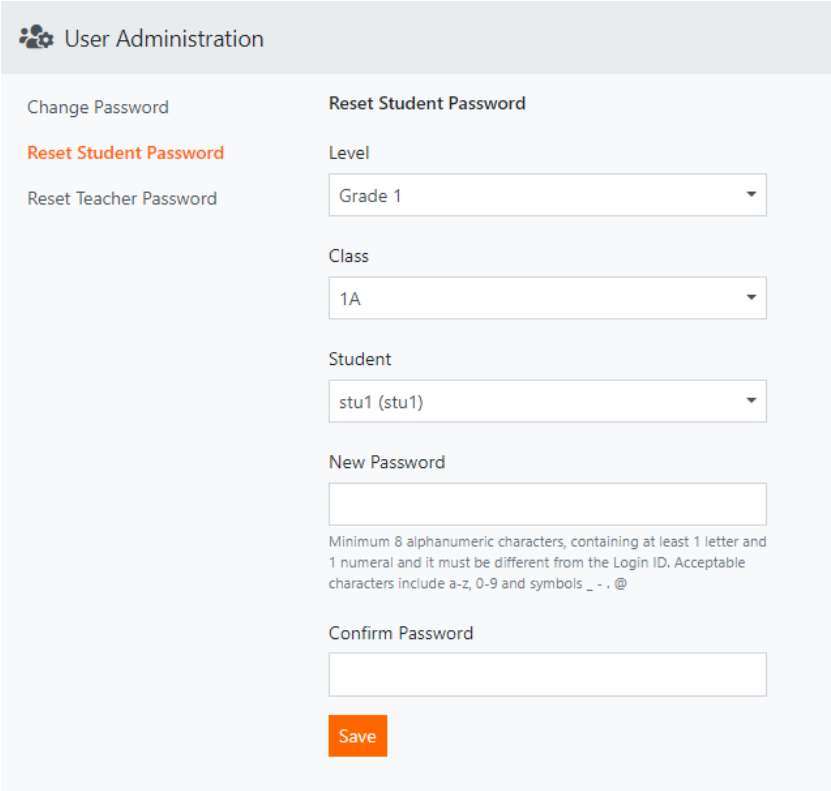
Enter your Current Password and your New Password. Then enter your new password again in the Confirm Password field.

Click Save.

B. Reset Student & Teacher Password



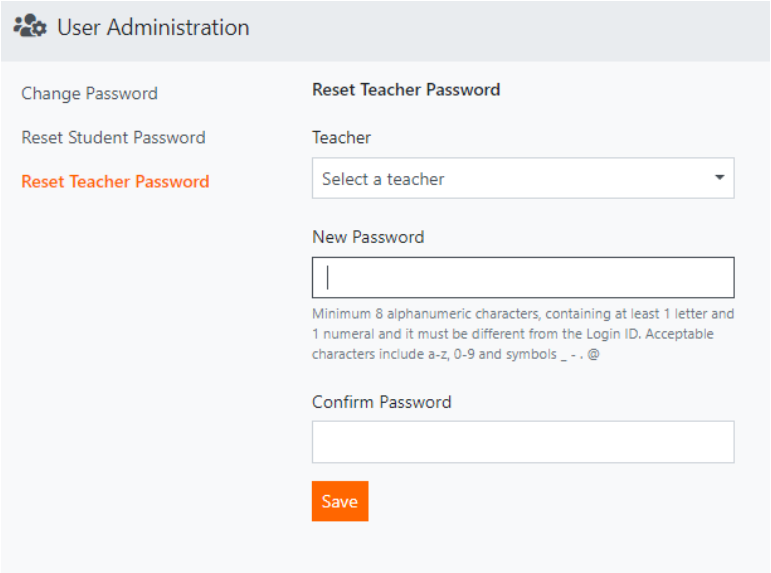
To reset student password, click on the blue avatar at the top right-hand corner and click “Change Password”.



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.

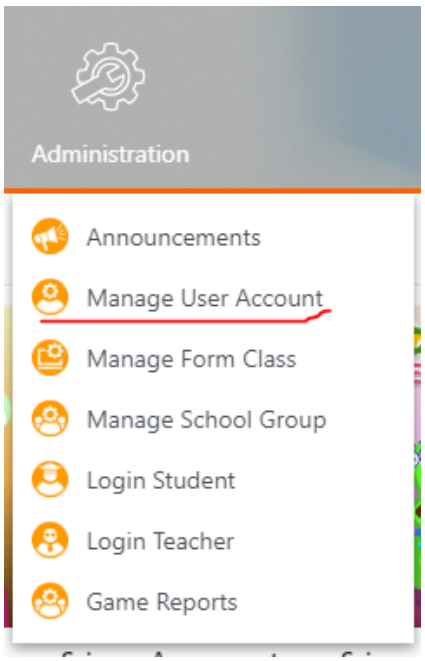


To reset teacher password, click “Reset Teacher Password” and select the Teacher’s Name.

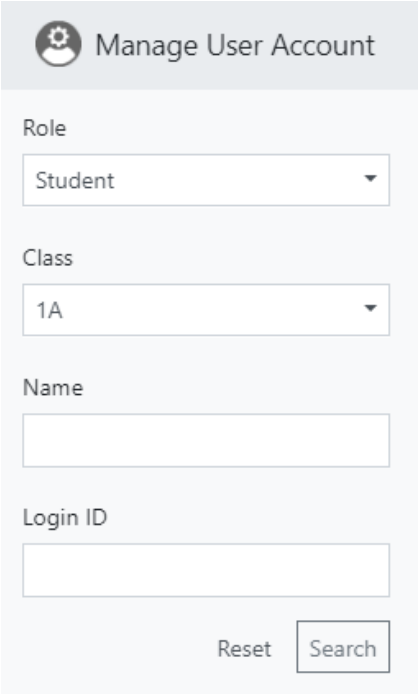
Enter the New Password, then enter the new password again in the Confirm Password field.

Then click Save.

C. Update Student Name & Class

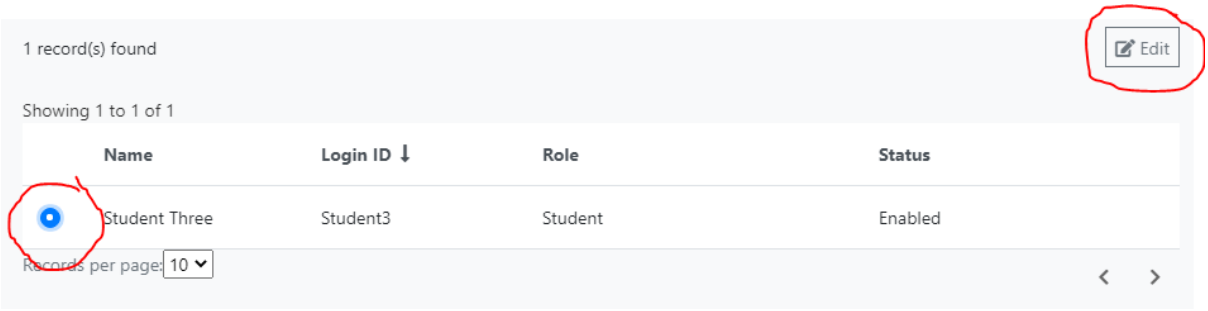


Click on the Adminsitration icon in the main navigation bar, and select Manage User Account.

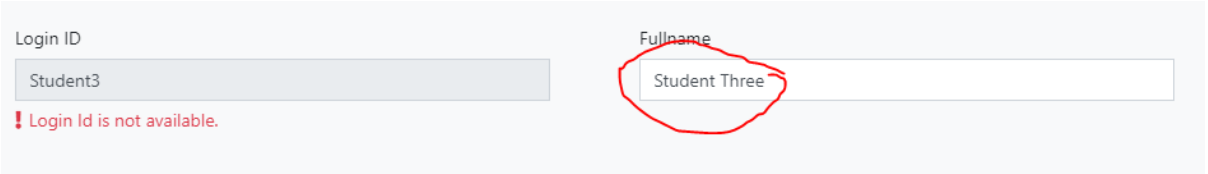


Select the correct Role and Class, and you may also enter the user's Name or Login ID.

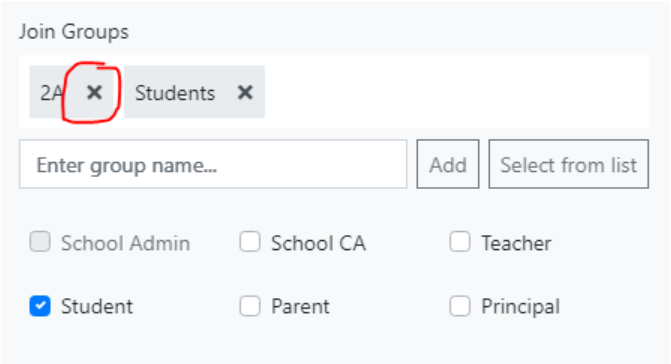
Click Search.



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



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

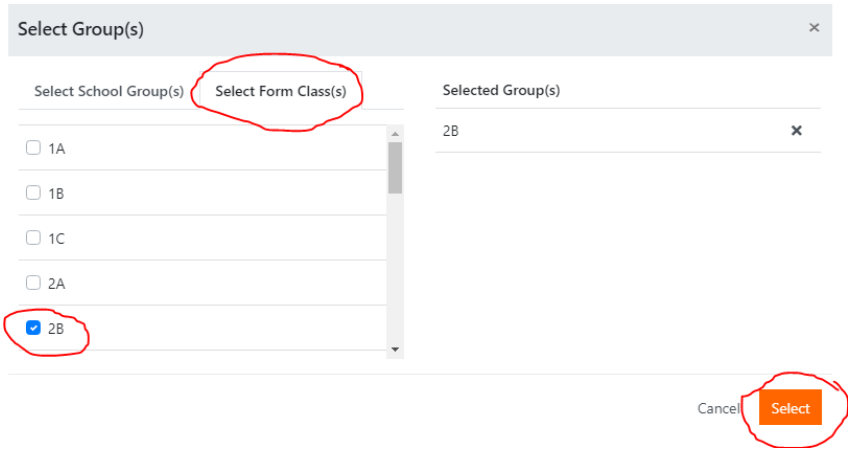
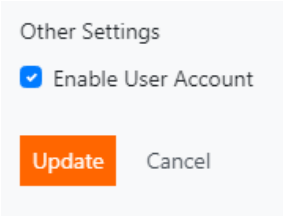


To update the class, just click on the X to remove the current class.

Then click Select from List.

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

Then click on Select.



Once completed all the required changes, click Update.