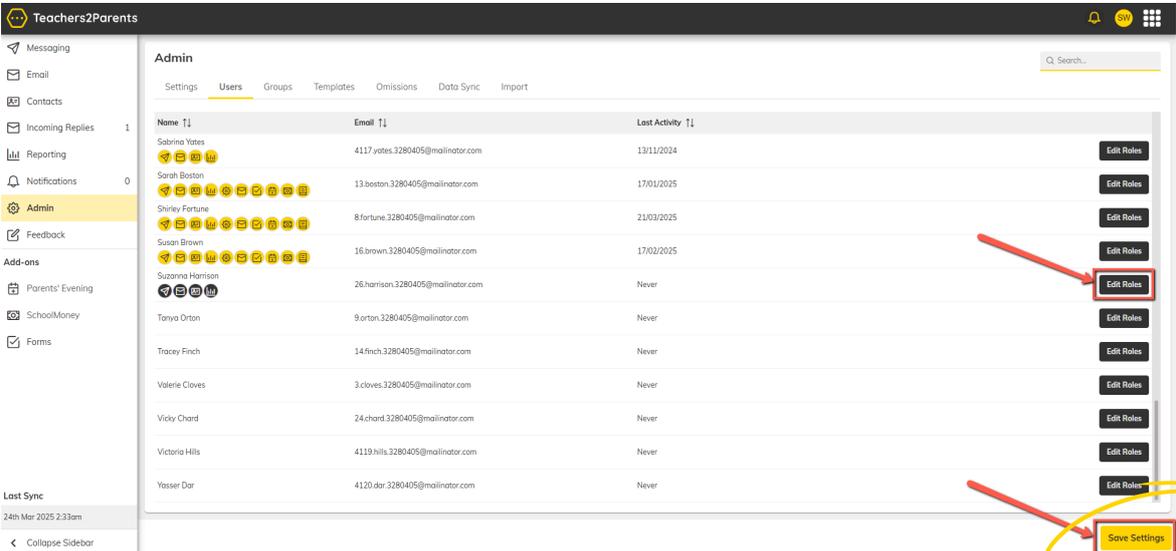


How to activate user logins for other staff members

- In Teachers2Parents, navigate to the **Admin** section on the left menu
- Click on the **Users** section across the top
- Here you will see a list of staff members; locate the staff member you wish to grant access to, and to the right of their details, click **'Edit Roles'**
- This will give you a list of user permissions that you can grant to this staff member. Enable the ones you wish to, and click **'Apply.'** This will then show the roles below the staff member.



Name	Email	Last Activity	Action
Sabrina Yates	4117.yates.3280405@mailinator.com	13/11/2024	Edit Roles
Sarah Boston	13.boston.3280405@mailinator.com	17/01/2025	Edit Roles
Shirley Fortune	8.fortune.3280405@mailinator.com	21/03/2025	Edit Roles
Susan Brown	16.brown.3280405@mailinator.com	17/02/2025	Edit Roles
Suzanna Harrison	26.harrison.3280405@mailinator.com	Never	Edit Roles
Tanya Orton	9.orton.3280405@mailinator.com	Never	Edit Roles
Tracey Finch	14.finch.3280405@mailinator.com	Never	Edit Roles
Valerie Cloves	3.cloves.3280405@mailinator.com	Never	Edit Roles
Vicky Chard	24.chard.3280405@mailinator.com	Never	Edit Roles
Victoria Hills	4119.hills.3280405@mailinator.com	Never	Edit Roles
Yasser Dar	4120.dar.3280405@mailinator.com	Never	Edit Roles

Make sure to click the **'Save Settings'** icon in the bottom right corner. This triggers an auto email to the staff member with the information that they need to be able to log in. Without doing this, they will not be able to access Teachers2Parents.