Summary of Set-Up in StudyPlace:
This text corresponds with Video Set Up Summary 1:

Helping you put StudyPlace in context:

There are two types of Administrators.

1. SuperAdmins (Usually the director of the homeschool organization)

     * Creates all other "Admin" accounts (found under the "Setup" icon)
     * Configures the "Setup Preferences" on StudyPlace. (under the "Setup" Icon).

2. Admins

     *Handles day to day operations (under the "Operations" icon)
     *helps with other set up preferences (Under the "Setup" icon)

StudyPlace will give the Super Admin login credentials and a link to access the administrative interface which will likely be your website URL followed by /admin.

                                                                    StudyPlace

          Oct 23, 2014

          To TTrenz@hhc.org

          Dear Tom,

          Here are your login instructions and Super Admin credentials for StudyPlace:

          Go to www.hhc.org/admin   ⬅
          Username: TTrenz
          Password: cazTM289

          For questions or assistance, contact StudyPlace Support.

          Regards,

          Jeanie Stevens

          www.StudyPlace.us

Follow this link to a login screen

Admin Login Required

Admin Username: TTrenz
Password: ••••••••

Forgot your password?

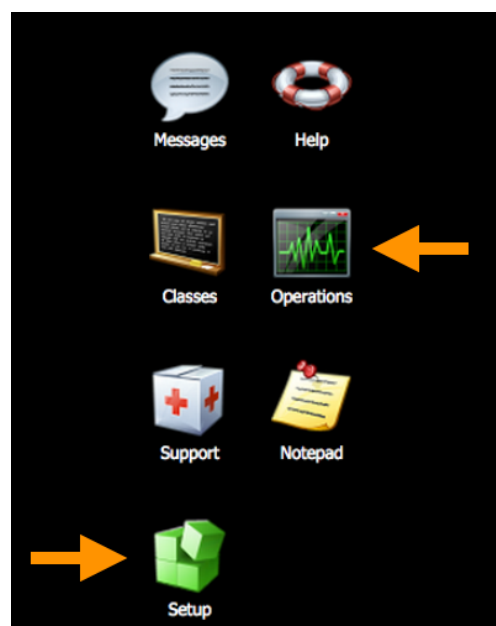Login

Once logged in, the SuperAdmin Can:

*Create other admin accounts, (go to "Setup" then "Admin")

*Make any other admin a SuperAdmin (Go to "Setup" then Admin, select that admin, then push SuperAdmin button on top).

*Once the admin user accounts are created, an email will automatically be sent from StudyPlace to all newly created admins giving them their credentials to login to the system.

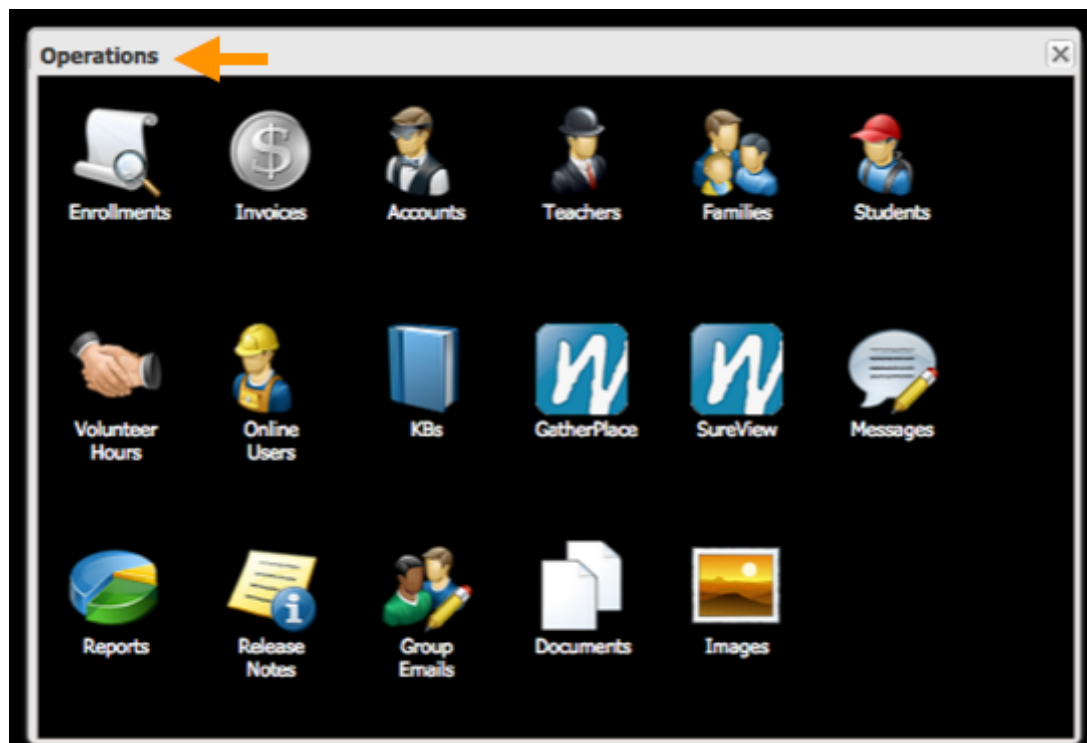**Becoming Familiar with the Admin interface and Main Icons**
After logging in you will arrive at the main administrative interface screen. Here you will find the following icons: by far the most commonly used ones are "Setup" and Operations.

Under The "Setup" icon you will see many other icons. This is where you create other admin accounts, and you will find everything you need to prepare your database for enrollment.
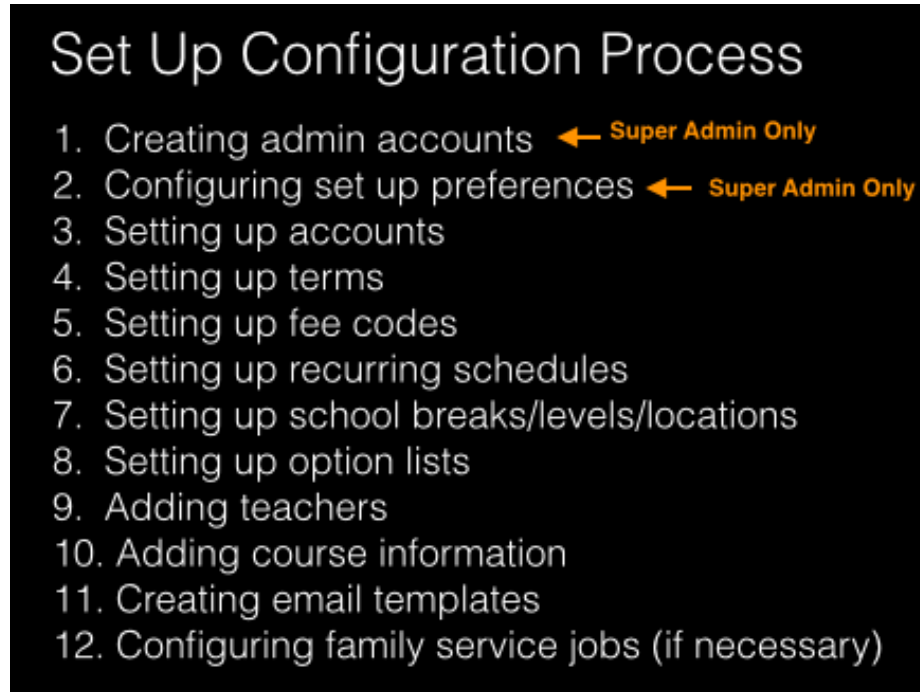

The Operations icon is where admins will spend most of their time doing day to day operations once the academic year is underway.

How to Approach the Set Up Configuration Process
The Following is the order you should take in configuring everything you need in StudyPlace. Steps 1 and 2 can only be done by Super Admins, but steps 3 through 12 can be done by any admin.
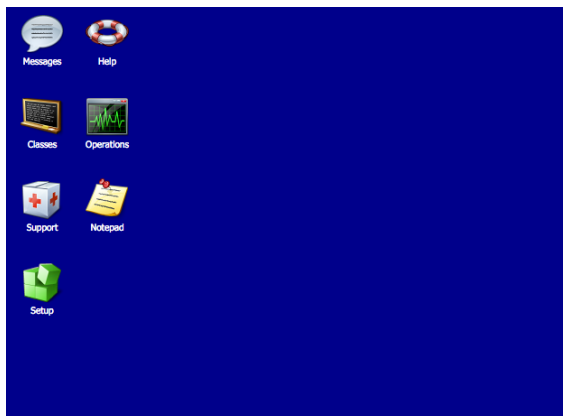

We recommend first reading the text for each step of this configuration process, and then, if you need further clarification on how to specifically implement each step, you can watch the corresponding video which will walk you through it in greater detail.

The Testing Process
StudyPlace provides a testing site for you to practice all operational tasks before doing them on the production server. To find the test server just place test- before your link. Example: www/test-hhc.org/admin. Pretend to be families, enroll, and learn the system.

Blue= Test Server   Black= Production server