

Administrators on EasyBridge – Managing Accounts

Introduction

Administrators can manage access to Savvas K-12 programs for other administrators directly on Savvas EasyBridge. This handout provides step-by-step instructions for all EasyBridge how to add an administrator, edit administrator information, deactivate and reactivate administrator access, and manage existing and pending invitations.

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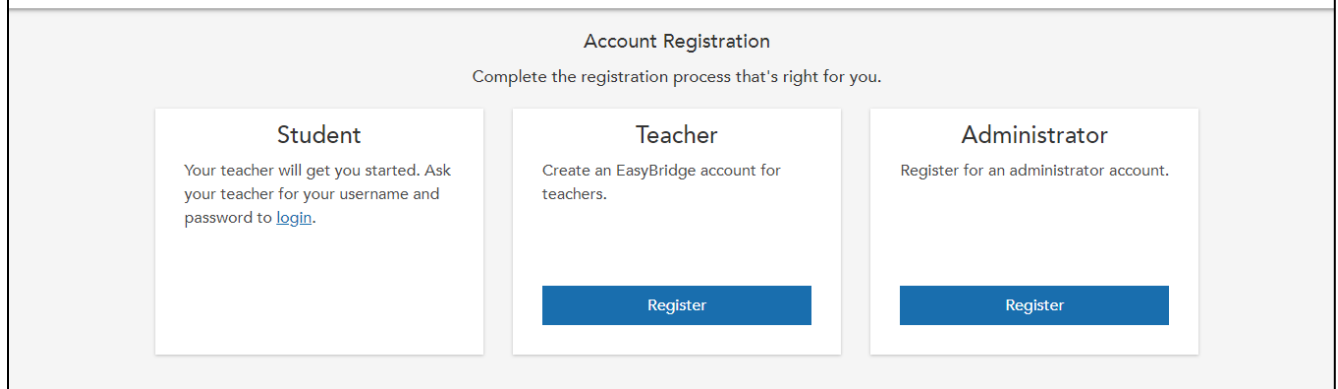
Administrator Role for Auto-Rostered Classes and Users (Auto/Plus)

Districts that auto roster classes from their Student Information Systems (SIS), are considered to be EasyBridge Auto or Plus. The majority of EasyBridge Auto or Plus districts roster their classes via a nightly ingestion file process that is programmed to update automatically.

Request Administrator Accounts

If you are new to EasyBridge and do not have an administrator account yet, you can request one be created for you. Alternatively, if someone at your school or district already has an administrator account, they can create additional administrator accounts on Savvas EasyBridge using the steps in the **Manage Administrators** section below. Follow the steps below to request an administrator account.

1. Go to SavvasRealize.com.
2. Click the green Sign Up button in the upper right corner of the page.
3. Click the blue **Register** button in the Administrator box.
4. Enter the requested information, including first name, last name, and school or district email address.
5. Click **Next**.



6. Enter information for your school or district on the next screen. Select either School or District, and then select the permissions you will need as an administrator. Enter a minimum of school or district zip code and school or district name. Click **Search**.
7. Select the school or district that appears if it is the correct one. Click **Next**.
8. Verification of your request:
 - a. If you have an existing administrator with full access in your school and/or district, you will be asked to verify that all of your information is correct. Check the boxes for the Captcha as well as to confirm you are an authorized administrator for the school or district you selected. Click the Confirm and Send button. An email will be sent to your administrators to approve or deny your request and you will see the message below.
 - b. If an administrator for your school or district does not exist, you will see the message below. Click the blue Request Assistance link to receive help from Savvas Technical Support. You will be asked to complete a short form. Once submitted, a support case number is automatically generated. Be sure to make note of this case number for reference

Manage Administrators via EasyBridge

EasyBridge administrators can invite other school and/or district administrators to create an administrator account and access EasyBridge. School administrators can add additional administrators for their school. District administrations can add new administrators for the district, as well as specific schools.

Administrator accounts can be deactivated, and reactivated. All account information in EasyBridge can be edited except for the username. Changes are immediate, but can take up to 10 minutes to be reflected in EasyBridge.

Sign in to Savvas EasyBridge

Using your administrator login, go to SavvasEasyBridge.com and click **Sign In** followed by **Administrator sign in**. Enter the username and password you received from Savvas via email and sign in.

Add an Administrator

Follow the steps below to add additional school or district administrators.

1. Login to EasyBridge.
2. Go to the **Users** page upon login. Select the **Admins** tab.
3. Click the **Add Admin** button to add a school or district administrator.
4. Choose the permissions for the new admin by checking the box or boxes for each permission. Enter first name, last name, district approved email address, and username for the new administrator in the pop up window. Select an organization from the drop down menu.



Note: Multiple administrator accounts cannot be associated to the same email in the same school or district. If an administrator requests more than one account, they need to be created in different schools.

The screenshot shows the SAVVAS EasyBridge interface. At the top, there is a navigation bar with the logo and user information. Below that, there are tabs for Schools, Users, Classes, Products, View Reports, District, and Browse Content. The Users tab is selected, and the Admins sub-tab is active. A red arrow points to the Admins tab. Below the tabs, there is a section for Administrator Request History with an Add Admin button. A red arrow points to the Add Admin button. Below that, there is a message: "There is no administrator request history for your organization(s)". At the bottom, there is a table for Administrator Accounts with columns for Name, Email, School, Permissions, and Status. The table contains one entry for Brantley Fowler.

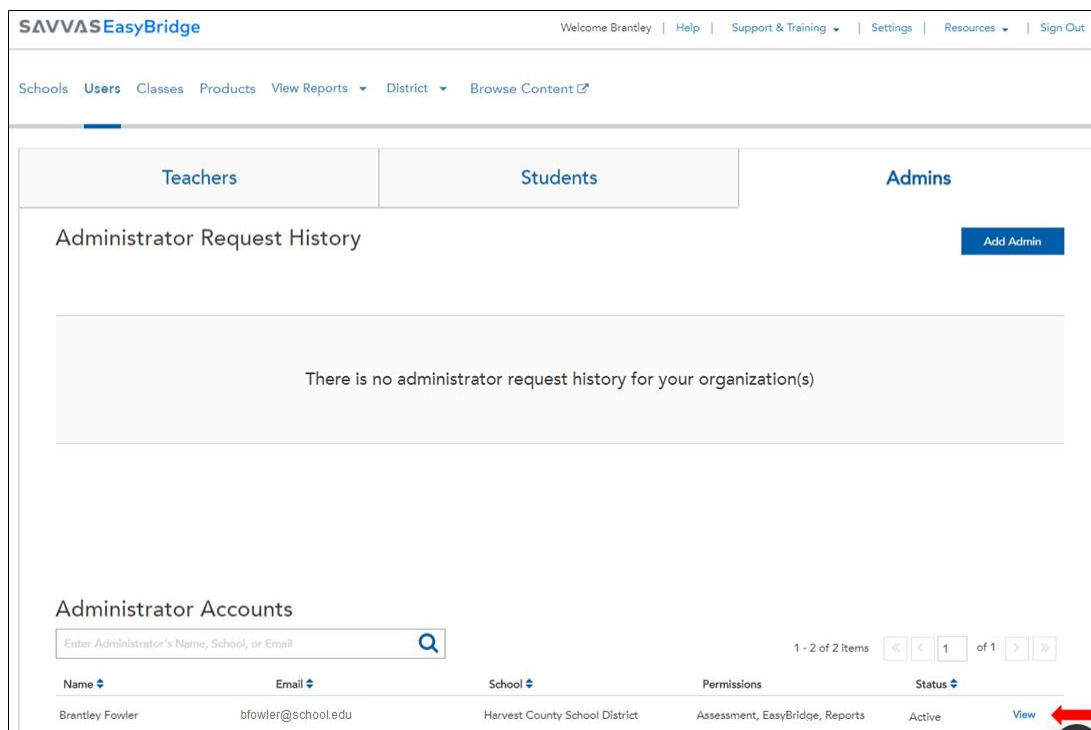
5. Click **Add**. The new administrator will receive an email with their username and temporary password. All district administrators will receive notification that a new administrator has been added. All school administrators will receive an email when a new administrator is added for their school.

Deactivate/Activate an Administrator

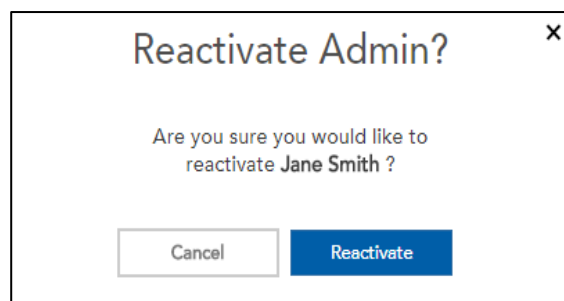
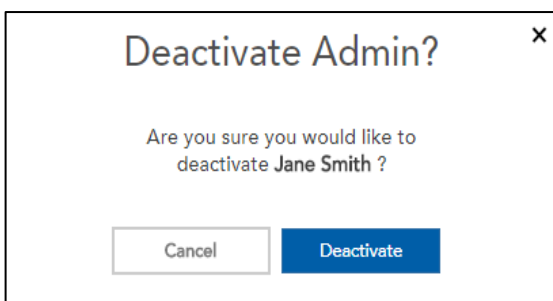
Administrator accounts can be deactivated as well as activated again in EasyBridge. Follow the steps below to deactivate or activate an administrator account:

1. Login to Savvas EasyBridge.
2. Go to the **Users** page. Click the **Admins** tab. If there are several pages of administrators, use the search feature to search on the administrator's name, school, or email address.

- Click [View](#) on the row for the administrator account you would like to deactivate or activate.



- Click *Active/Deactivated* in the Status area. One of the following messages will display based on the action taken:



- Click either [Deactivate](#) or [Reactivate](#). After action has been completed, you will see a message on-screen that says: *“Success! User access status has been completed.”*

Edit Information for an Administrator

To make changes to administrator accounts on EasyBridge, follow the steps below:

- Login to Savvas EasyBridge.
- Go to the **Users** page and select the **Admins** tab.
- Click [View](#) for the administrator needing changes.
- Click **Edit**.
- Make changes to the first name, last name, district approved email, and/or organization. The username cannot be changed after it has been created.
- Click **Save** to keep changes.



Note: Changes are immediate when saved, but may take up to 10 minutes to display in EasyBridge.