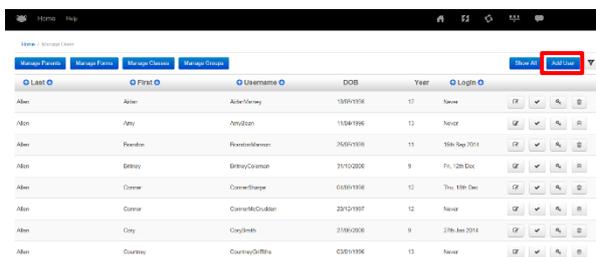


Generally, user accounts will be pre-setup when you come to use Frog Play. If we haven't discussed it already, call the support team to ask us about our data extractor.

However, if you would like to create or edit account details, this section will provide you with the tools. From the navigation bar, click on  and then



**Note:** Teachers cannot add new or edit existing **teacher** accounts. Only the school admin account can add new teachers.



Last	First	Username	DOB	Year	Login
Allen	Allen	AllenVerny	19891918	17	None
Allen	Ally	AllyAlan	19941916	12	None
Allen	Reuben	ReubenAlverson	20201916	11	16th Sep 2014
Allen	Ethyn	EthynColman	20102008	9	Fri, 12th Dec
Allen	Conne	ConneRanga	04891916	12	Thu, 16th Dec
Allen	Conor	ConorMcGrouder	22121917	12	None
Allen	Orly	OrlySmith	21862008	9	27th Jun 2014
Allen	Courney	CourneyDella	03011916	13	None

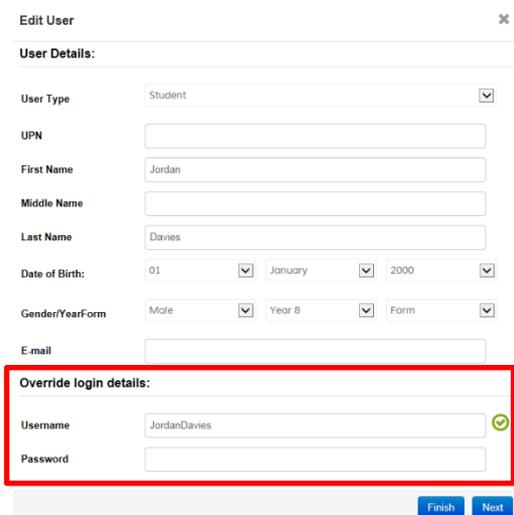
This list shows all students set up in school. From here you can add new student accounts or edit the details of existing students, including resetting passwords.

For information on editing existing users, see the guide entitled 'Editing Learners & Resetting Passwords'.

To create a New user, click

[Add User](#)

### Stage 1: User details



**Edit User**

**User Details:**

User Type: Student

UPN:

First Name: Jordan

Middle Name:

Last Name: Davies

Date of Birth: 01 January 2000

Gender/Year/Form: Male Year 8 Form

E-mail:

**Override login details:**

Username: JordanDavies ✓

Password:

[Finish](#) [Next](#)

- a) Complete the form with ALL the user's details (UPN: this is needed to link the account when updating data).

Unless you override login details, they will default as follows:

**Username:** This will be taken from first name and surname with no spaces e.g. Jordan Davies would be JordanDavies

**Password:** This will be taken from Date of birth in the format ddmmyyyy e.g. 1<sup>st</sup> July 2001 would 01072001

- b) You can override the default username and password details by completing the override login fields.

**Note:** Passwords are case sensitive

- c) Click [Finish](#) to save the learner and return to the user list OR click [Next](#) to go to Stage 2.

## Stage 2: Choose Classes (Optional but recommended)

Classes:

Search... Add all

Y9yp/Ma6  
Y9yp/Sc1  
Y9yp/Sc2  
Y9yp/Sc3  
Y9yp/Sc4  
Y9yp/Sc5  
Y9yp/Sc6  
Y9yp/So1

CLS Whiteley 4  
HCL Whiteley  
TTW4/Tu  
Y9b/Pe1  
Y9b/Rs1  
Y9b/En3  
Y9b/HI1  
Y9b/Ma5

Remove all

Back Finish Next

a) Click on the classes the learner is assigned to. The class name will then move into the right hand column.

b) Click **Next** to go to Stage 3.

**NOTE:** If you do not want to allocate the user into any classes, simply click **Next** again to move to stage 3.

## Stage 3: Choose Groups (Optional)

Classes:

Search... Add all

Y9yp/Ma6  
Y9yp/Sc1  
Y9yp/Sc2  
Y9yp/Sc3  
Y9yp/Sc4  
Y9yp/Sc5  
Y9yp/Sc6  
Y9yp/So1

CLS Whiteley 4  
HCL Whiteley  
TTW4/Tu  
Y9b/Pe1  
Y9b/Rs1  
Y9b/En3  
Y9b/HI1  
Y9b/Ma5

Remove all

Back Finish Next

**Groups** are custom sets of students that you may wish to track or allocate specific work to.

If you wish to add a learner to a user defined groups, follow the steps below. This is an optional step. If you do not wish to allocate the user into a user any groups, simply click **Finish**

a) Click on the group(s) the user should belong to. The group name will then move into the Right hand column. (to deselect a group, click the name again and it will return to the Left hand column)

b) Click **Finish** to finish editing the details of the user.