
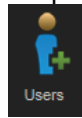


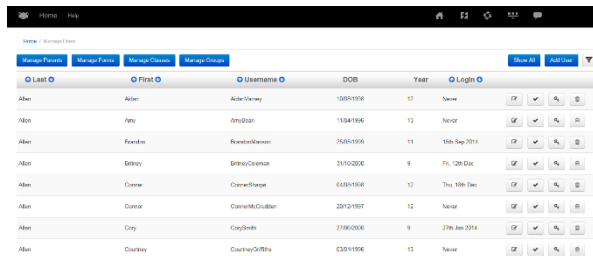
Generally user accounts will be pre-setup when you come to use Frog Play. However, if you would like to create or edit account details, this section will provide you with the tools.

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.

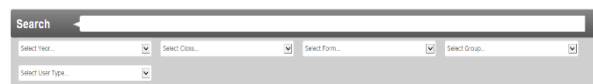
How to search for a learner



| Last | First | Username | DOB | Year | Login |
|-------|-------|-------------|----------|------|---------------|
| Allen | Allen | Allen/Allen | 15051918 | 17 | Name |
| Allen | Allen | Allen/Allen | 11041916 | 12 | Name |
| Allen | Allen | Allen/Allen | 30091918 | 11 | 16th Sep 2014 |
| Allen | Allen | Allen/Allen | 21102000 | 9 | Fri, 12th Dec |
| Allen | Allen | Allen/Allen | 04051918 | 12 | Thu, 11th Dec |
| Allen | Allen | Allen/Allen | 20121917 | 12 | Name |
| Allen | Allen | Allen/Allen | 27062000 | 9 | 27th Jun 2014 |
| Allen | Allen | Allen/Allen | 03011916 | 13 | Name |

On the first screen you will be presented with a full list of all students alphabetically.

You can search for a user by using the **Filter** in the top right 




Having clicked on Filter you can either type their name in the search box or browse to them by changing the drop down boxes to help narrow down your search results.

Against any user, you will see the following options:



Resetting a learners password



- Enter the new password and click 

You will be returned to the user list. The learner will then be able to login with the password you have set.

Note: Passwords are case sensitive



Editing a user's details

Stage 1: User details

Simply complete the form and fill in the required fields. Click Next.

Stage 2: Choose Classes

(Optional but recommended)

Your list of classes will be populated straight from the MIS import along with the classes we know about the student. You can manually select additional/different ones if you wish. Click Next.

Stage 3: Choose Groups

(Optional)

User-Defined Groups are completely optional and are a way for teachers to create sub-sets of classes or years to allocate work to or report on.

[See the Help guide on Groups for more information.](#)




Delete a user

Delete users will permanently remove a user and all of their results. This CANNOT be undone. [You will be asked to confirm before deleting a user.](#)



Change a user's status

Changing the status from active to inactive will mean the user cannot login but you will retain their results.

If you change the user's status, the icon will change from a  to a 

Click again to reactivate the user.