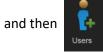


Generally user accounts will be pre-setup when you come to use Frog Play. However, if you would like to create or edit account details, this section will provide you with the tools.

From the navigation bar, click on 🗲



**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

Hume / Manage Daves									
Manage Parente Manage Forms Manage Classes Manage Closes						the	- 64	Add U	w [
O Last O	O First O	O Usemame O	DOB	Year	🔾 Login 🔿				
Allert	Aiden	Airberhörmey	10/08/1958	12	Neuve	17	*	ů,	
Allen	Amy	Am(Bean	11/04/1996	13	Never	œ	*	a.,	R
Aller	Foundan	Frankish Managers	2505/1999		15th Sep 2014	17	*	<i>a</i> ,	
Allen	Dritnoy	BritroyColoman	31/10/2000	9	Fri, 12th Dec	œ	*	a,	R
Allen	Conner	ConnerSharpe	64/08/1956	12	Thu, 18th Dec	8	*	<i>a</i> ,	
Allen	Connor	ConnerMcCrudden	2012/1997	12	Nevar	œ	*	a,	8
Alen	Cory	CorySmith	27/06/2000	9	27th Jan 2014	8	~	04	

Search 🚽				
Select Year	Select Closs	Select Form	Select Group	~
Select User Type	×			

**Resetting a learners password** 

a.

Change Password

New Password Confirm Password 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 **T** 

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:



a) Enter the new password and click Save

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

Contact our Technical support team on **01422 395939** or visit https://www.frogeducation.com/community

×

### Editing a user's details

Stage	1:	User	details

# Stage 2: Choose Classes

(Optional but recommended)

#### Stage 3: Choose Groups (Optional)

User Details:						
User Details.						
User Type	Student					~
UPN						
First Name	Britney					
Middle Name						
Last Name	Allen					
Date of Birth:	31	~	October	~	2000	~
Gender/YearForm	Female	~	Year 9	~	Form	~
E-mail						
Override login det	ails:					
Username	BritneyAllen					0
Password						
					Fini	sh Noxi

Classes:			
Search	Add all		Remove all
Y9ygMaG	^	GLS Whiteley 4	
V9yg/Sc1		HCL Whiteley	
Y9yg/5x2		TTW/4/Tu	
Y9yg/Sc3		Y9b/Pe1	
Y9yg/Sc4		Y9b/Rs1	
Y9y9/545		Y9rb/En3	
Y9yg/Sc6		Y9(b)Hi1	
Y9yg/So1	~	Y9vb/Ma5	

Classes:				
Search	Add all			Remove
Y9ypMa6	~		CLS Whiteloy 4	
Y9yg/Sc1			HCL Whiteley	
Y9yg/Sc2			TTW4/Tu	
Y9yg/Sc3		-	Y9b/Pe1	
Y9yg/Sc4		-	Y9b/Rs1	
Y9yp/Sc5			Y9rb/En3	
Y9yg/Sc6			Y9ib/Hi1	
Y9yg/So1	~		Y9rb/Me5	

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