

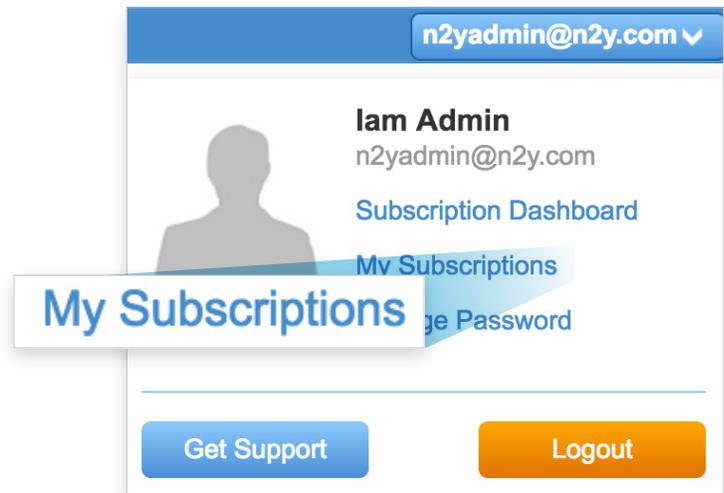
How to manage n2y applications from My Subscriptions

FOR SUBSCRIPTION MANAGERS



STEP 1 My Subscriptions

Click your email address in the top-right corner of the website and select **My Subscriptions** from this menu.



STEP 2 Manage Subscriptions

Click **View Users** next to your subscription to see a list of Subscription Managers, Administrators, Sub-Administrators, Licensed Users, and Pending Users.

	Subscription	Product	Payment Status	Start Date	End Date	Used	Active	Renew
View Users	1		Paid Email Copy of Invoice	September 19, 2011	Grace Period extended to 03/02/2020	372	1000	<input checked="" type="checkbox"/>
View Users	6		Paid Email Copy of Invoice	September 7, 2011	Grace Period extended to 02/13/2019	187	206	<input checked="" type="checkbox"/>
View Users	0		Paid Email Copy of Invoice	July 21, 2016	December 31, 2020	88	150	<input checked="" type="checkbox"/>
View Users	127458		Paid Email Copy of Invoice	March 11, 2017	December 31, 2020	51	150	<input checked="" type="checkbox"/>

Only Subscription Managers can edit subscriber details.

[Renew](#)

Under each tab you can view the Name, Email, Login Count, Last Logged In date and time, School, Grade Bands, and Admin/Sub-Admin the user is assigned to.

Subscription Managers		Administrators		Sub-Administrators		Licensed Users		Pending Users	
Name	Email	Login Count	Last Logged In	School	Grade Bands	Admin / Sub-Admin			
Abigail Morton	amorton@n2y.com	177	07/19/2017 12:14 pm		Elementary, Intermediate, Middle School, High School, Transition, Preschool	Unique Team		Edit	<input type="checkbox"/>
Alex Wheeler	alex@n2y.com	961	07/19/2017 4:27 pm		Elementary, Intermediate, Middle School, High School, Transition, Preschool	Unique Team		Edit	<input type="checkbox"/>
Allison Vice	alli@n2y.com	1818	07/19/2017 4:04 pm		Elementary, Intermediate, Middle School, High School, Transition, Preschool	Unique Team		Edit	<input type="checkbox"/>
April Black	april@n2y.com	6	01/23/2017 6:01 pm	Huron City	Elementary, Intermediate, Middle School, High School, Transition, Preschool	Unique Team		Edit	<input type="checkbox"/>

The expiration date and the number of licenses currently being used are also visible in the upper right-hand corner of the page.

Unique Learning System
Expires on Jan 14, 2019
187 out of 206 licenses used



STEP 3 Add Users

Click the **Add User** button at the top of the page.



Select the type of user you would like to add. Enter the email address of the user you are adding and click **Verify User**. This email will be their username.

You may add the same user multiple times as different roles (e.g. a teacher can also be a sub-administrator; a sub-administrator can also be a subscription manager). Use the same email address each time to create a single sign-on experience.

Add User ✕

Select the type of User you would like to add

- Subscription Manager (No License Required)
- Teacher
- Sub-Administrator (No License Required)

Verify User

If the user already exists, click **Add User**. The user will receive an email notifying them of the change.

The screenshot shows the 'Add User' dialog box with the email 'lwostmann@n2y.com' entered. The 'Verify User' button is highlighted. A blue callout box contains the text: 'This person already exists. Clicking the Add User button will invite this existing user into your subscription with the selected role. They will receive an email notification that they've been added to your subscription.' The dialog also shows 'Cancel' and 'Add User' buttons at the bottom.

If the user does not already exist, enter the first name, last name, grade band information, and Administrator or Sub-Administrator this person will report to. The user will receive an email to register.

The screenshot shows the 'Add User' dialog box with the email 'lwostmann@n2y.com' entered. The 'Verify User' button is highlighted. The 'Enter New Person Information' section is expanded, showing fields for first name (Lucy), last name (Wostmann), school name, teacher (Teacher), phone number (800-555-5555), address (1234 Main Street), address 2, country (United States), state (Huron), and zip code (Ohio 44839). The 'Select Grade Band Licenses To Give This Person (19 license(s) available)' section is also expanded, showing checkboxes for Elementary, Intermediate, Middle School, High School, Transition, and Preschool. The 'Unassigned Grade Band Licenses' field is set to 3. The 'Select Administrator or Sub-Administrator This Person Will Report To' field is set to 'Iam Admin (Administrator)'. A blue callout box at the bottom contains the text: 'Clicking the Add User button will create this person as a user in your subscription with the selected role. The person will receive an email notification that they've been added to your subscription. They must complete registration from the email in order to access the website. This person will be given access to the selected grade band(s) and will report to the selected Administrator or Sub-Administrator.' The dialog also shows 'Cancel' and 'Add User' buttons at the bottom.

To assign grade band licenses select the desired grade band(s) for the user, or select the number of grade band(s) allotted for the user for them to select upon logging in.

Select Grade Band Licenses To Give This Person (19 license(s) available)

Elementary
 Intermediate
 Middle School
 High School
 Transition
 Preschool

Unassigned Grade Band Licenses: (Chose when logging in)

Select Administrator or Sub-Administrator This Person Will Report To

lam Admin (Administrator)

STEP 4 Delete Teachers

Place a checkmark next to the teacher(s) you are removing. Press the **Delete Licensed Users** button.

			2:08 pm	School, Transition	Team	
Kristine Robinson	krobinson@n2y.com	100	07/19/2017 5:03 pm	Elementary, Intermediate, Middle School, High School, Transition, Preschool	Unique	<input checked="" type="checkbox"/> Edit
Dannielle Doyle	ddoyle@n2y.com	1584	06/16/2017 7:29 pm	Elementary, Intermediate, Middle School, Transition, Preschool	Unique Team	<input type="checkbox"/> Edit

Delete Licensed Users

STEP 5 Replace Teachers

If a teacher is being replaced by another staff member, delete the old teacher by using the steps above.

Then, add the new teacher using the **Add User** button. The new teacher can pick up students from the dropped list in order to continue tracking progress.

Add User

Select the type of User you would like to add

Subscription Manager (No License Required)
 Teacher
 Sub-Administrator (No License Required)

Verify User

STEP 6

Managing Gradeband(s) and Assigning an Administrator/Sub-Administrator

Select the **Edit** button next to a licensed user.

Subscription Managers		Administrators		Sub-Administrators		Licensed Users		Pending Users	
Name	Email	Login Count	Last Logged In	School	Grade Bands	Admin / Sub-Admin			
Abigail Morton	amorton@n2y.com	177	07/19/2017 12:14 pm		Elementary, Intermediate, Middle School, High School, Transition, Preschool	Unique Team Edit			
Alex Wheeler	alex@n2y.com	961	07/19/2017 4:27 pm		Elementary, Intermediate, Middle School, High School, Transition, Preschool	Unique Team Edit			
Allison Vice	alli@n2y.com	1818	07/19/2017 4:04 pm		Elementary, Intermediate, Middle School, High School, Transition, Preschool	Unique Team Edit			

Use the drop-down menu to change the Administrator or Sub-Administrator the user is assigned to.

Use the check boxes to change a user's grade band access.

Click **Save** when done.

Edit Licensed User ✕

Allison Vice

Administrator Unique Team (Administrator) ▾

GradeBands

<input checked="" type="checkbox"/> Elementary	<input checked="" type="checkbox"/> Intermediate
<input checked="" type="checkbox"/> Middle School	<input checked="" type="checkbox"/> High School
<input checked="" type="checkbox"/> Transition	<input checked="" type="checkbox"/> Preschool

Save
Cancel

Need Additional Help?

Click your email address in the top-right corner of the website and then click the **Get Support** button to access knowledge base articles, videos, and FAQs from the n2y Support Center.

You can also contact n2y Customer Support:
(800) 697-6575
support@n2y.com
 Mon–Fri 8 am–4:30 pm EDT

n2yadmin@n2y.com ▾

Iam Admin
 n2yadmin@n2y.com

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[My Subscriptions](#)

[Change Password](#)

Get Support

Logout

