

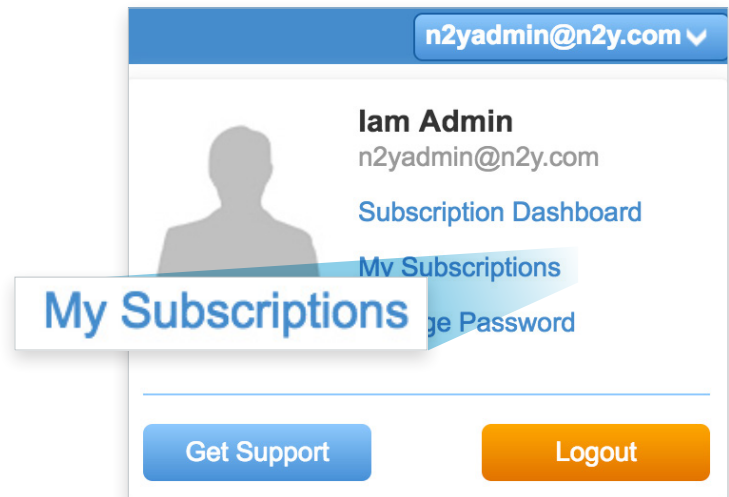
How to Manage n2y Applications From My Subscriptions

FOR SUBSCRIPTION MANAGERS



STEP 1 My Subscriptions





Select your email address in the top-right corner of the website and select **My Subscriptions** from the drop-down menu..



STEP 2 Manage Subscriptions

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

Managed Subscriptions

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

Only Subscription Managers can edit subscriber details.

Renew

View Users

Each tab shows the names of assigned users and their essential information.

| 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

Select **Add User** at the upper left-hand side of the page.

Add User

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

A user with multiple roles may be added more than once (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, select **Add User**.
The user will receive an email invitation to join the new subscription group.

Add User

Select the type of User you would like to add

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

lwostmann@n2y.com **Verify User**

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.

Cancel **Add User**

For new users, add the appropriate information requested. The user will then receive an email to register for the subscription.

lwostmann@n2y.com **Verify User**

Enter New Person Information

Lucy Wostmann

-- Optional --

School Name

Teacher 800-555-5555

1234 Main Street

Address 2

United States

Huron

Ohio 44839

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

☒ Elementary ☒ Intermediate

☐ Middle School ☐ High School

☐ Transition ☐ Preschool

Unassigned Grade Band Licenses 3 (Chose when logging in)

Select Administrator or Sub-Administrator This Person Will Report To

Iam Admin (Administrator)

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.

Cancel **Add User**

Assign grade band licenses by choosing the desired grade bands(s) for the user, or by selecting the number of grade band(s) in order for the user to self-select upon login.

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 Users

Place a checkmark next to the user(s) you want to remove. Select **Delete Licensed Users**.

| | | | | | |
|-------------------|-------------------|---------|-----------------------|---|--|
| | | 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 Team <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 Users

If a user is being replaced, simply follow the steps above for deleting a user.

Add the new user by selecting **Add Users**. The new user 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)

lwostmann@n2y.com

STEP 6

Managing Grade Band(s) and Assigning an Administrator/Sub-Administrator

Select **Edit** 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 make changes to the Administrator.

TIP: Until you assign a teacher to a Sub-Administrator, they will not have access to the monthly lessons, faculty and student management tools, or reporting features.

Provide access by choosing the appropriate grade band.

Select **Save** when done.

Edit Licensed User

Allison Vice

Administrator

Unique Team (Administrator)

GradeBands

☒ Elementary
 ☒ Intermediate
 ☒ Middle School
 ☒ High School
 ☒ Transition
 ☒ Preschool

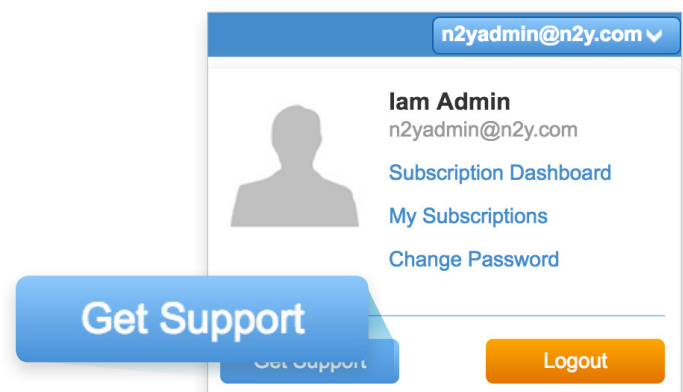
Save

Cancel

Need Additional Help?

Select your email address in the top-right corner of the website and then select **Get Support** to access the knowledge base articles, videos and FAQs.

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



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