

Getting Started for District Admin

- 1) Add a link from your district website to your PA-ETEP portal (www.paetep.com/schoolname).
- 2) Safe-list paetep.com so that emails are not sent to spam folders. Learn more, click [here](#).
- 3) Add all building principals to the site by clicking on the Administration tab and then User Accounts
 - a. Click on Building Principals in the "Roles" box on the left side
 - b. Click "Create User" button
 - c. Enter all of the required information and click "Create Account"
 - d. Click "Notify User" to send an email to the user with account information or click "Skip" if you do not want to send an email to the user
 - e. Click the "Authorize Account" button at the bottom of the page
 - f. Click the "Back" button (within the module NOT the back button on your browser) to repeat the process for the next building principal
- 4) If applicable, add all NTPE Supervisors (i.e., Supervisor of Curriculum and Instruction, Supervisor of Special Education, Supervisor of Pupil Services, and/or Supervisor of Vocational Education) by clicking on the Administration tab and then User Accounts
 - a. Click on NTPE Supervisor in the "Roles" box on the left side
 - b. Click on the desired NTPE supervisor role (i.e., Supervisor of Curriculum and Instruction, Supervisor of Special Education, Supervisor of Pupil Services, and/or Supervisor of Vocational Education)
 - c. Click "Create User" button
 - d. Enter all of the required information and click "Create Account"
 - e. Click "Notify User" to send an email to the user with account information or click "Skip"
 - f. Click the "Authorize Account" button at the bottom of the page
 - g. Click on the Roles tab (located between the Account and Send Message tabs)
 - h. From the roles drop down menu, select the "NTPE" role and click "Add to Selected Role"
 - i. From the roles drop down menu, select the "NTPE_Supervisor" role and click "Add to Selected Role"
 - j. Click the "Back" button (within the module NOT the back button on your browser) to repeat the process for the next NTPE supervisor.
 - k. Note – Building Principals only need one role in the system. NTPE Supervisors need three roles.
- 5) Add all buildings to the site by clicking on the Buildings page under the Administration tab.

- a. Click "New Building"
 - b. Enter the Building Name (Phone Number is not required)
 - c. Click "Save Building"
 - d. Repeat steps as needed to add all buildings
 - e. Note – Many clients create an Archived Employee building to house employees that have retired, transferred to another district, etc.
- 6) Assign principals and NTPE supervisors to buildings by clicking on the Assignments page under the Administration tab.
- a. Select "Building Principal" from the Role filter at the top of the page
 - b. Select the appropriate building in the Building drop down menu
 - c. Select "Assign to Selected Building" in the Action Type drop down
 - d. Place a checkmark next to each Principal's name that should be assigned to that building
 - e. Click the Update Buildings button
 - f. Repeat for the next building
 - g. Repeat process for NTPE Supervisors
 - h. Note – Building Principals and NTPE Supervisors can be assigned to more than one building
- 7) Ask your teachers and NTPEs (non-supervising NTPEs) to create an account by clicking on the Register button on the top of your portal homepage. All teachers (or at least all teachers that will be evaluated) must create an account as a new user on the site.
- a. Go to www.paetep.com/schoolname
 - b. Click "Register" link in top right corner
 - c. Enter all of the required information
 - d. Click "Register"
 - e. An email will then be sent to the teacher/NTPE to activate and validate their account
 - f. Note – Getting Started information for teachers and NTPEs and a video on how to register can be found [here](#)
- 8) Begin using PA-ETEP!

Support and Training... go to <https://paetep.freshdesk.com/support/home>

The [Getting Started for School District Admin Users \(Portal Managers\)](#) article is especially helpful for understanding and mastering your portal.