All About PASSWORDS on
www.studyskillshandbook.com.au
Information for IT Departments

There are 3 things you need to know.

1. **SCHOOL LOGIN:** Everyone (students, parents and teachers) logs in ALWAYS with the same school username and school password. Everyone, every time. These details can be given to everyone in the school. This username and password does not change. The only exception is if your school sets up a special link on a protected area of your site where everyone can then just click straight through to www.studyskillshandbook.com.au without having to enter login details (the options to do this are included in this email).

2. **TRACKING SYSTEM:** Once students take their first quiz, they are prompted to set up their own personal tracking system username and password. They use these to save the results of their quizzes and modules. So they will continue to always log in using the school username and password or through the direct link you set up, but then anytime they are prompted to save the results of their quizzes or modules they use their personal tracking system details to do so. You don't need to set this up, students will be prompted to do it. However some schools prefer to do a bulk upload of usernames/passwords for the tracking system, if you would like to do the information needs to be supplied to us in the spreadsheet format attached to this email.

3. **ADMIN PASSWORD:** This allows teachers to look up information about students (like forgotten tracking system details) and see the results of their quizzes and modules. They can also delete students, change year levels, so this password must never be given to students, teachers only. It is sent to the main contact at the school. To use this password, teachers should log into the site first using the usual school details. Then they click on the Teachers link at the top of the home page, then Jump to Teacher Admin. Scroll down, select the school from the drop down box and this is where they then enter the teacher admin password.