

### The Admin Home Page

From the admin home page you will be able to access the tools needed to create a teacher account in i-Pathways. This handout will explain how to complete this process.

**i-Pathways**  
Learning Pathways in Adult Education

# PROGRAM CENTER

**MANAGE TEACHER** | **RESOURCES** | **REPORTS** | **PROFILE**

**Instructions:** Use the search below to refine your list of students within the program on the right. On the right you can create a new student account, edit or view an existing student's profile and manage the student's teachers.

**STUDENT SEARCH** | **SEARCH RESULTS** | [Create New Student](#)

Name or Email

**Status**  
 Active  
 Archived

**Module**  
 Basic Math  
 Basic Writing  
 Consumer Education  
 Language Arts  
 Math  
 Science  
 Social Studies

Enrollment Date  to

**TRANSFER STUDENT TO NEW TEACHER REQUEST**

**TRANSFER STUDENT TO NEW PROGRAM REQUEST**

Student	Status	Manage Teachers
<a href="#">101614_Student</a> student.101614@student.com	Active	<b>ADD/EDIT TEACHERS</b> <b>VIEW PORTFOLIO</b>
<a href="#">111_Student</a> student.111@student.com	Active	<b>ADD/EDIT TEACHERS</b> <b>VIEW PORTFOLIO</b>
<a href="#">11102014_Student</a> johnny.appleseed@student.com	Active	<b>ADD/EDIT TEACHERS</b> <b>VIEW PORTFOLIO</b>
13_Student student.13@student.com	Archived	<b>ACTIVATE USER</b>   <b>STUDENT SNAPSHOT</b>
<a href="#">134_Student</a> student.134@student.com	Active	<b>ADD/EDIT TEACHERS</b> <b>VIEW PORTFOLIO</b>
14_Student student.14@student.com	Archived	<b>ACTIVATE USER</b>   <b>STUDENT SNAPSHOT</b>
<a href="#">15_Student</a> student.15@student.com	Active	<b>ADD/EDIT TEACHERS</b> <b>VIEW PORTFOLIO</b>

From the home page, click on the “Manage Teacher” link toward the top of the page.

### The Manage Teacher Page

The “Manage Teacher” page will list all of the teachers you currently have in your program.

The screenshot shows the 'Manage Teacher' page in the i-Pathways Program Center. The page has a blue header with the i-Pathways logo and 'Learning Pathways in Adult Education'. Below the header is a navigation bar with 'HOME', 'MANAGE TEACHER', 'RESOURCES', 'REPORTS', and 'PROFILE'. The main content area is divided into two columns. The left column is titled 'TEACHER SEARCH' and contains instructions for searching, a search input field, status options (Active and Archived), and a 'REQUEST NON-PROGRAM TEACHER' button. The right column is titled 'SEARCH RESULTS' and contains a table of teachers with their names and management options. A 'Create New Teacher' link with a right-pointing arrow is located at the top right of the search results area.

Teacher Name	Options
101, Teacher	<a href="#">ACTIVATE TEACHER</a>
<a href="#">101614, Teacher</a>	<a href="#">MANAGE MODULES</a> <a href="#">MANAGE STUDENTS</a>
<a href="#">13, Teacher</a>	<a href="#">MANAGE MODULES</a> <a href="#">MANAGE STUDENTS</a>
<a href="#">14, Teacher</a>	<a href="#">MANAGE MODULES</a> <a href="#">MANAGE STUDENTS</a>
<a href="#">15, Teacher</a>	<a href="#">MANAGE MODULES</a> <a href="#">MANAGE STUDENTS</a>
154, Teacher	<a href="#">ACTIVATE TEACHER</a>

To create a new teacher account click on the “Create New Teacher” link.

### Create Teacher Account Page

On the “Create Teacher Account” page there are multiple fields that will need to be completed.

The screenshot shows the 'Create Teacher Account' page with a navigation bar at the top containing 'HOME', 'MANAGE TEACHER', 'RESOURCES', 'REPORTS', and 'PROFILE'. The main content area is titled 'Create Teacher Account' and contains the following fields and options:

- First Name:  1.
- Last Name:  2.
- Date of Birth:
- Student ID:
- Phone Number:  3.
- E-mail:  4.
- Street Address:  5.
- City:  6.
- State:  7.
- Zip-Code:  8.
- Twitter Account:
- Facebook Account:
- Modules:
  - Math
  - Language Arts
  - Social Studies
  - Science
  - Consumer Education
  - Basic Writing
  - Basic Math 9.
- 10.

1. Input the teacher's first name
2. Input the teacher's last name
3. Input the teacher's phone number (this could be your program's number or the teacher's personal number)
4. Input the teacher's email address (This must be a valid email address as the system will send an activation link to the teacher using this email address.)
5. Input street address (This can be your program's address)
6. Input city (This can be your program's address)
7. Input state (This can be your program's address)
8. Input zip code (This can be your program's address)
9. Select the modules you want the teacher to have access to
10. Click on the “submit” button when you are finished. (By clicking on the submit button the system will send an email to the teacher based on the email address you provided in step 4. The teacher will receive this email and click on a link to activate their account. A sample email is provided on the next page.)

### Create Teacher Account (Continued)

Below is a sample email that is sent to the teacher when you create their account.

```
Congratulations Teacher,  
  
Welcome to the i-Pathways.  
  
Here is your Login ID you will use to access the system: teacher.101@teacher.com  
  
To access the i-Pathways system with your new account, please single click on the link below or copy and paste the link into you browser address bar. It is important when clicking on the link that you only click one time.  
  
https://demo.pilot.i-pathways.org/ProcessPasswordResetToken?id=-3078835627705914887 ←  
  
Sincerely,  
  
i-Pathways  
Email:  
Phone: (866) 250-5494  
  
Original Recipients:  
  
teacher.101@teacher.com
```

The link shown above is where the teacher will need to click in order to activate their account.

If you need any assistance navigating i-Pathways please contact the Help Desk

Telephone: 866-250-5494

Email: [support@i-Pathways.org](mailto:support@i-Pathways.org)