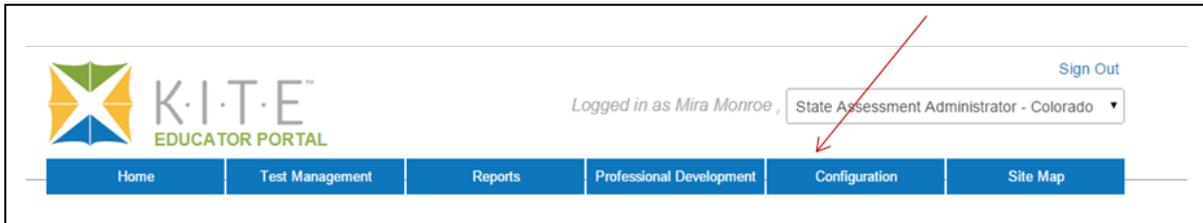## Instructions for adding Users in KITE Educator Portal

1. **Select the Configuration tab.**

2. **Select the Users tab.**

   Remember in KITE Educator Portal the active tab is white.

3. **Select Add User Manually from the drop down menu.**

4. **Complete User Identifying Information.**

   Users must have an Educator Identifier to be assigned students.

First Name

Last Name

Work Email

Recommended: State Educator Identification Number

5. **Enter Organizational Information.**
    Select from the drop down menus.
    If an Educator needs to be assigned to multiple schools, you will use the Add Organization button on the left side of the screen.

    STATE:*
    Colorado   ← Select Colorado

    DISTRICT:
    Select   ← Select your District

    SCHOOL:
    Select   ← Select the Educator's school

6. Select Roles.

    Users can be assigned multiple roles (box on the left).
    User must be assigned only one default role (circle on the right).
    Teachers who will be test examiners will be assigned the Teacher role.
    For district level roles, create the user, assign to any school, and assign the PD role. Contact CDE to have the user provided district level access.

    ROLES:*

	Available Roles	Default Role
☐	PD User	○
☐	Scorer	○
	State Assessment Administrator	○
	State System Administrator	○
☑	Teacher	●	← Select Teacher, and assign as Default
☐	Technology Director	○
	Test Administrator (QC Person)	○

7. Save.   Save