# Adding a new user – for schools and LAs

1. Log into Aspire for Administrators https://admin.fftaspire.org

2. Go to **Add users** at the top left hand side of the screen, then **Add a user.**

3. Input Forename, Surname and Email address.

4. Select **Next.**

5. Select Role at organisation.  If you are creating an LA user and you are unsure about which role to use then select the LA Adviser role.

6. Select the relevant data access level for the user.

7. Use the "Please confirm selections" tick box to confirm choices if the advisory message "It is not usual practice to give pupil information to this type of user" is shown.  Alternatively select a different access level for the user.

8. Select **Create user.** This will now display the Pending users on the next screen (see screenshot below).  The user will also have been sent an email containing a link for them to sign up to Aspire.  This is the first part of a 2 stage process designed to securely give users access to Aspire.

9. To confirm their identity, and complete the second part of the 2 stage process, each new user needs the unique Activation code from this screen. The new user will only need the Activation code for their initial login to Aspire.

10. Supply the new user with the unique Activation code by either of the following:

    i.  Selecting the icon in the Print welcome letter column (this will print a letter for the user containing the Activation code) ready to pass securely to the new user by hand, post or electronically.

    *Please note that if emailing the letter, you should be sure that you are using a secure process, be confident that any email address used is entirely correct and for the individual concerned.*

    ii.  Contact the new user by telephone, or in person and give out the Activation code.

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# Adding a school administrator – for schools

11. Log into Aspire for Administrators using your school administrator account https://admin.fftaspire.org

12. Go to **Add users** at the top left hand side of the screen, followed by **Add an administrator**.

13. Input Forename, Surname and Email address.

14. Select **Next**.  This will now display the Pending users on the next screen (see screenshot below).  The user will also have been sent an email containing a link for them to sign up to Aspire.  This is the first part of a 2 stage process designed to securely give users access to Aspire.

15. To confirm their identity, and complete the second part of the 2 stage process, each new user needs the unique Activation code from this screen. The new user will only need the Activation code for their initial login to Aspire.

16. Supply the new user with the unique Activation code by either of the following:

    iii.  Selecting the icon in the Print welcome letter column (this will print a letter for the user containing the Activation code) ready to pass securely to the new user by hand, post or electronically.

    *Please note that if emailing the letter, you should be sure that you are using a secure process, be confident that any email address used is entirely correct and for the individual concerned.*

    iv.  Contact the new user by telephone, or in person and give out the Activation code.



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|---|---|---|---|---|---|---|---|---|---|---|
| **Forename** | **Surname** | **Username** | **Role** | **Organisation** | **Verification email** start/end of link reference is shown | **Activation code** | **Response attempt count** | **Created by** | **Print welcome letter** | **Delete user?** |
| John | Smith | john.smith2@email.com ✉ Email user | Teacher | Milton Valley Secondary School | Expires: 29/07/2014 14:48 aa9…e85 · Resend? | V672888C | 1 | AnonSchSecEAdmin | 📄 | 🗑 |

Users  **Pending users**  User batch files  Administrators

## Pending users

### Review users yet to complete sign-up

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## LA Role options:



## School role options:



# Changing administrator details – schools & LAs

1. Log into Aspire for Administrators https://admin.fftaspire.org

2. Select **Manage users** dropdown in the top-left corner of the homepage and select **Administrators**

3. Choose the Administrator to edit by selecting the pencil icon in the **Edit?** column to the right of the page.

4. Update the text in Forename, Surname or Email address fields.

5. Select **Save** or **Cancel and return to list** if no changes are made or changes are not to be saved.

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