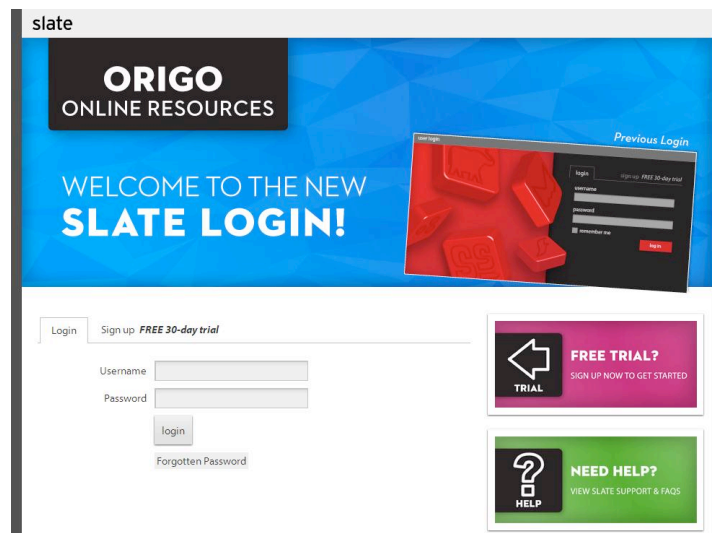


Slate User Management Guide

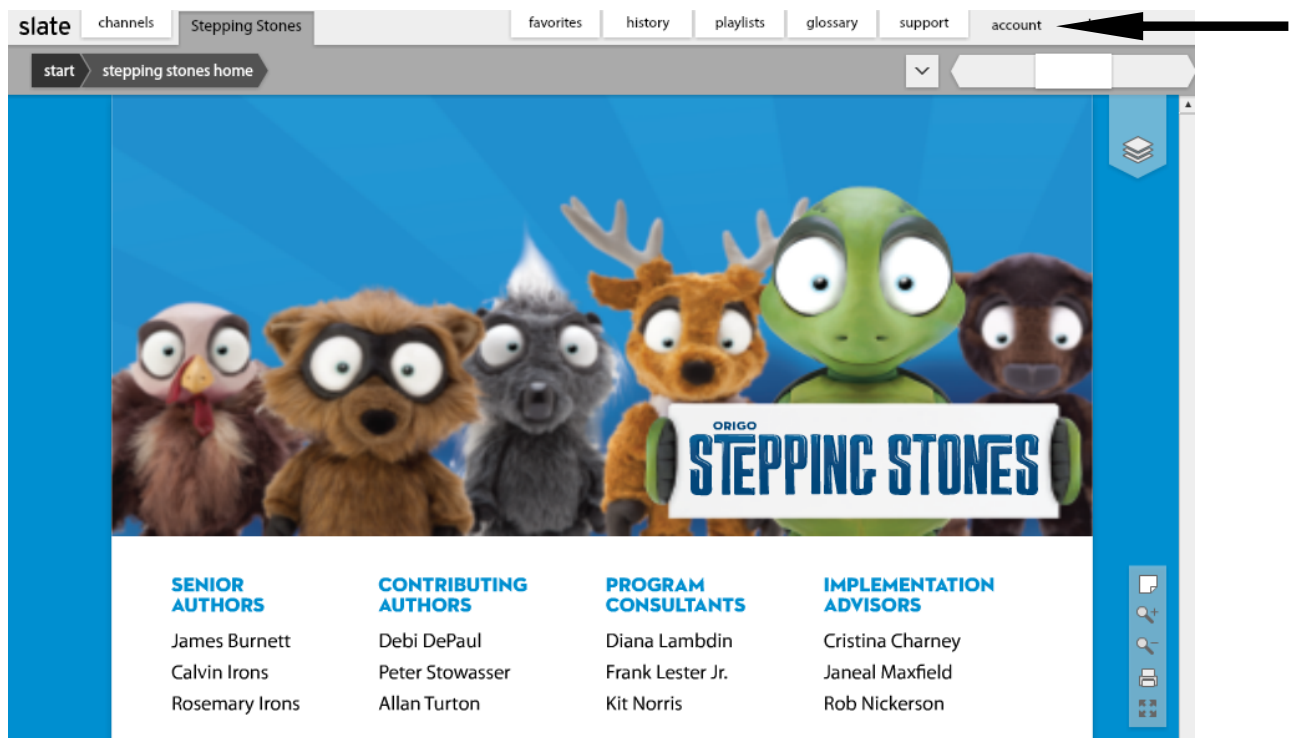
Welcome to the user management portion of our online delivery system, Slate.

In order to access both the resource and account management functions of Slate, please access the following web address: <https://www.origoslate.com/>



Enter your username and password, then click the 'login' button. Access to Slate, including ORIGO Stepping Stones and other online resources will automatically load.

To review or update your Slate account select the 'Account' tab on the top far right of the resource ribbon. You will be asked if you want to exit the resource session of Slate, select 'yes'.



Account Management

At the top of the user management system there is a navigation ribbon. It includes the following tabs: *Slate*, *Account*, *Subscription*, *Support*, and *Logout*

Slate tab

Will return you to Stepping Stones and the ORIGO online resources.

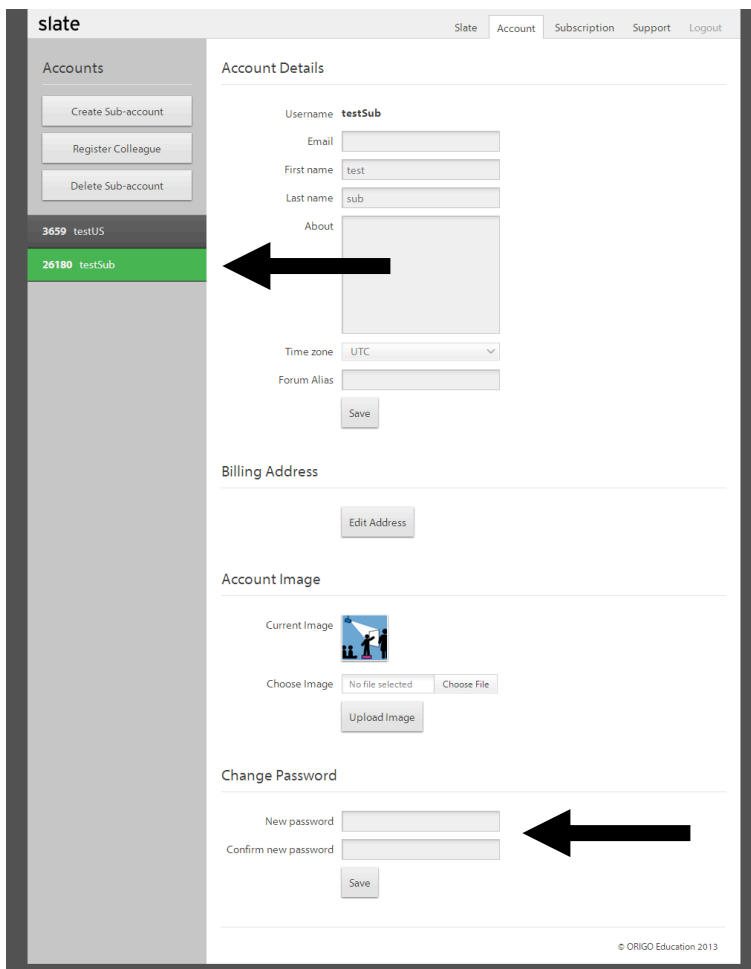
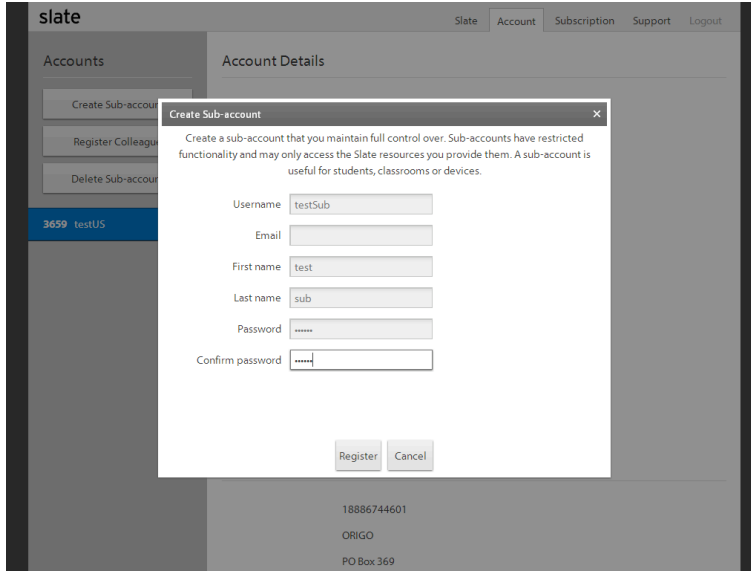
Account tab

This tab shows basic account information for your Slate username. This includes name, email, billing address, and the option to change your password. This tab also allows the registration of other usernames via the 'Create Sub-account' and 'Register Colleague' buttons. Deletion of sub-accounts through the 'Delete Sub-account' button is also allowed.

The screenshot displays the 'Account Management' interface for the 'Slate' tab. The navigation ribbon at the top includes 'Slate', 'Account', 'Subscription', 'Support', and 'Logout'. The left sidebar, titled 'Accounts', contains buttons for 'Create Sub-account', 'Register Colleague', and 'Delete Sub-account', along with a list of accounts where '3659 testUS' is selected. The main content area is divided into several sections: 'Account Details' with fields for Username (testUS), Email (info@origomath.com), First name (John), Last name (Doe), About (text area), Time zone (UTC), and Forum Alias; 'Billing Address' with fields for ORIGO, PO Box 369, St Charles, MO 63302-0369, and United States of America; 'Account Image' with a current image and a 'Choose File' button; and 'Change Password' with fields for 'New password' and 'Confirm new password'. A 'Save' button is present at the bottom of each section. The footer indicates '© ORIGO Education 2013'.

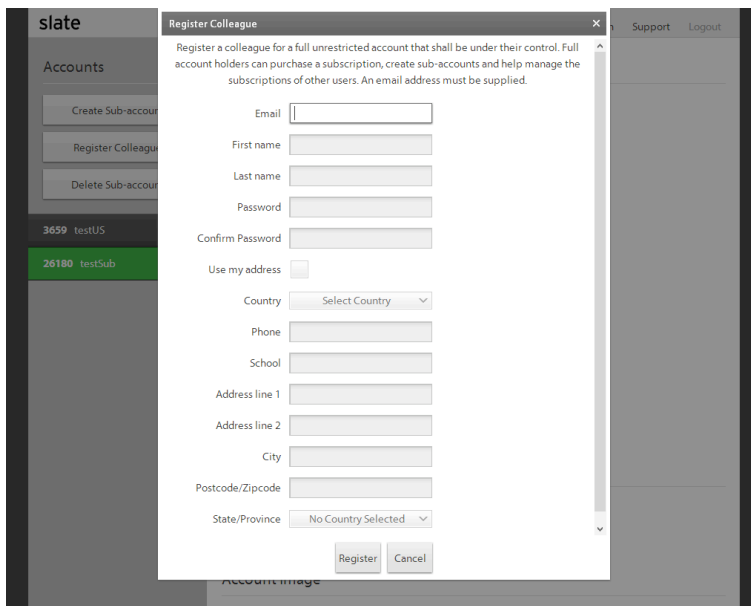
Create Sub-account

Used to add *'generic'* usernames (for example student1, student2 etc.). These are sub-accounts that can be assigned licenses if you are the owner of multiple licenses. The owner (Admin) directly controls sub-accounts and therefore has the ability to select a sub-account and change any account information including the password.



Register Colleague

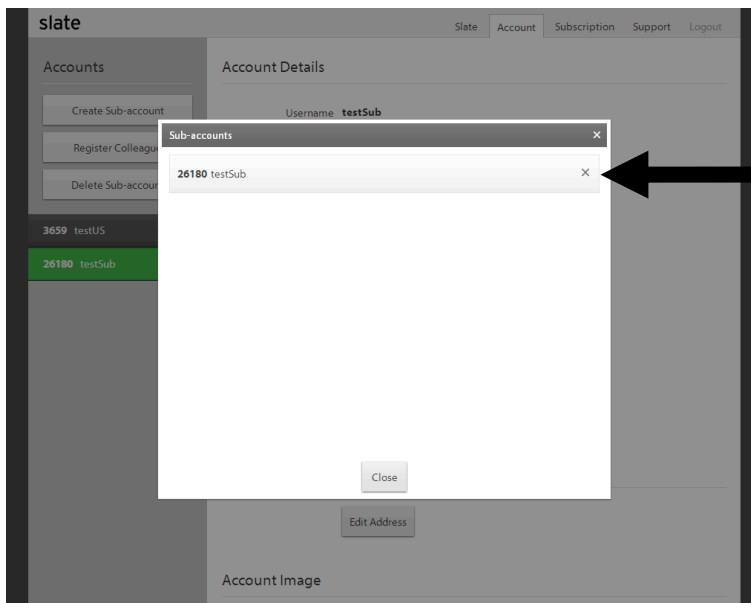
Used to register a colleague with the Slate system.



The screenshot shows a web interface for the 'slate' system. A modal window titled 'Register Colleague' is open, displaying a form for creating a new colleague account. The form includes the following fields: Email, First name, Last name, Password, Confirm Password, a 'Use my address' checkbox, Country (a dropdown menu), Phone, School, Address line 1, Address line 2, City, Postcode/Zipcode, and State/Province (a dropdown menu). At the bottom of the form are 'Register' and 'Cancel' buttons. The background shows a sidebar with account management options and a list of sub-accounts, including '3659 testUS' and '26180 testSub'.

Delete Sub-account

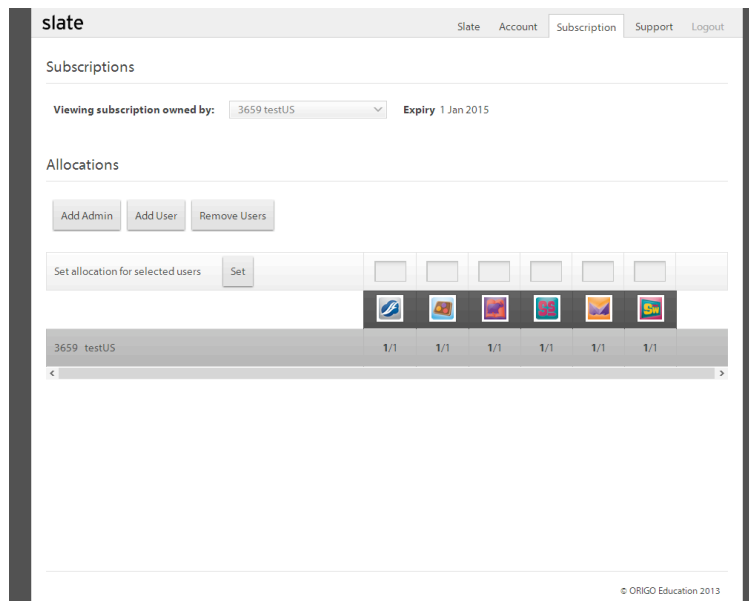
Used to remove a sub-account from the Slate system. All of the user's sub-accounts will be listed. Click the corresponding 'X' beside the username to be deleted.



The screenshot shows the 'Account Details' page in the 'slate' system. A modal window titled 'Sub-accounts' is open, displaying a list of sub-accounts. The list contains one entry: '26180 testSub'. A black arrow points to the 'X' icon next to this entry, indicating that clicking it will delete the sub-account. The modal also has a 'Close' button at the bottom. The background shows the 'Account Details' page for the user 'testSub', with a sidebar containing account management options and a list of sub-accounts.

Subscription tab

This tab lists the product licenses assigned to a username (by product icon) along with the expiration date of those licenses. Please note that there is one expiration date allowed for each set of licenses owned by a user.

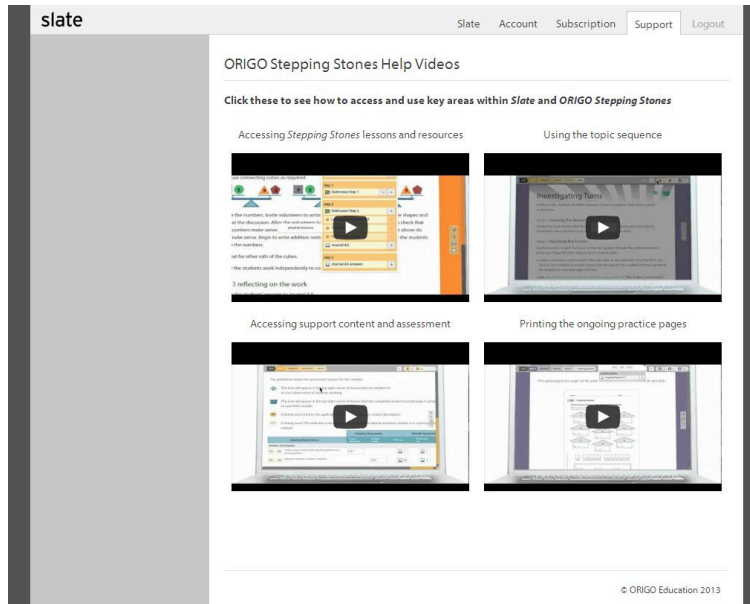


The license designation is 'Spare/Total'. Therefore a user showing '3/6' indicates they have been assigned 6 licenses total and still have 3 spare to allocate to others. Most users will see '1/1' for their licenses.

An Administrator of a group of licenses will see varying numbers. Please see the advanced section of the User Management description for more information

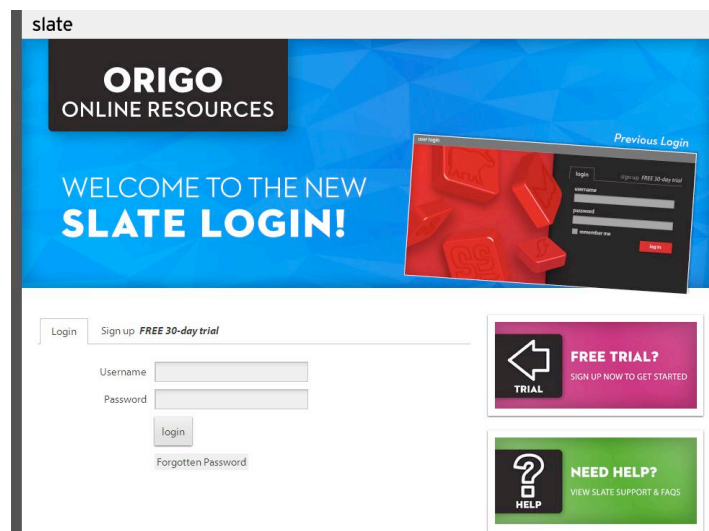
Support tab

The Support tab provides access to help videos.



Logout tab

The Logout tab will end your Slate session and return you to the login page.



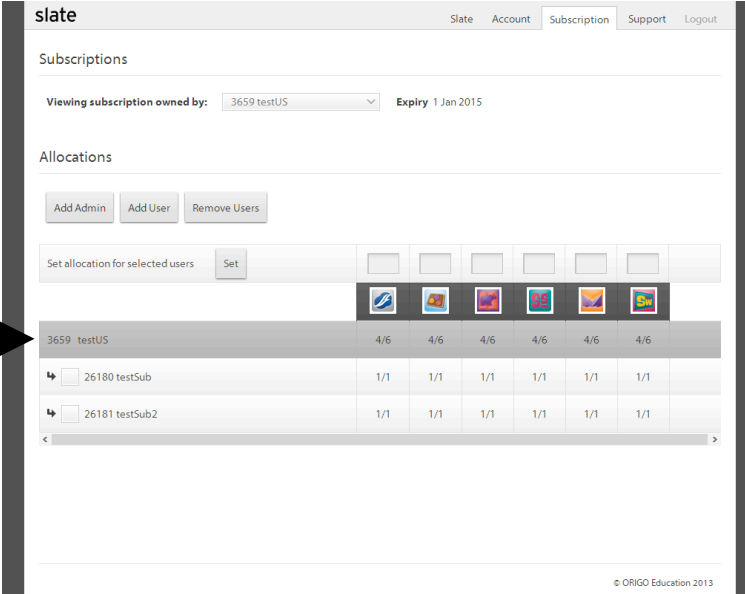
Advanced User Management Instructions

Subscription page details

Viewing Subscriptions portion of the page allows subscription information to be viewed that is assigned to a particular user and the owner of those licenses. The dropdown area will provide all of the Admins that have a license assigned to a particular user. The expiry date is specific to the licenses you are viewing.

Allocations portion of the page shows the licenses available for assignment and any users that have been assigned a license from the Admin.

For instance, a user may have 6 licenses but has assigned 1 to each of 2 sub-accounts as in the example below:



The screenshot shows the 'slate' user management interface. At the top, there are navigation tabs: 'Slate', 'Account', 'Subscription', 'Support', and 'Logout'. The 'Subscription' tab is active. Below the navigation, the 'Subscriptions' section shows 'Viewing subscription owned by: 3659 testUS' and 'Expiry 1 Jan 2015'. The 'Allocations' section has buttons for 'Add Admin', 'Add User', and 'Remove Users'. Below these buttons is a 'Set allocation for selected users' section with a 'Set' button and a row of six checkboxes. A table below shows the allocation details for the user '3659 testUS'. A black arrow points to the first row of the table, which shows 4/6 licenses remaining for the user. The table has columns for the user and six license columns.

User	License 1	License 2	License 3	License 4	License 5	License 6
3659 testUS	4/6	4/6	4/6	4/6	4/6	4/6
↳ 26180 testSub	1/1	1/1	1/1	1/1	1/1	1/1
↳ 26181 testSub2	1/1	1/1	1/1	1/1	1/1	1/1

This test user has 4 left to assign of the 6 originally allocated as the Admin for the licenses.

Assigning licenses to a user

It is a 3-step process to assign licenses: *Create the Slate user*, *Connect the User (child) to the Admin (parent)*, and *Allocate the license*.

Step 1 - Create the Slate user

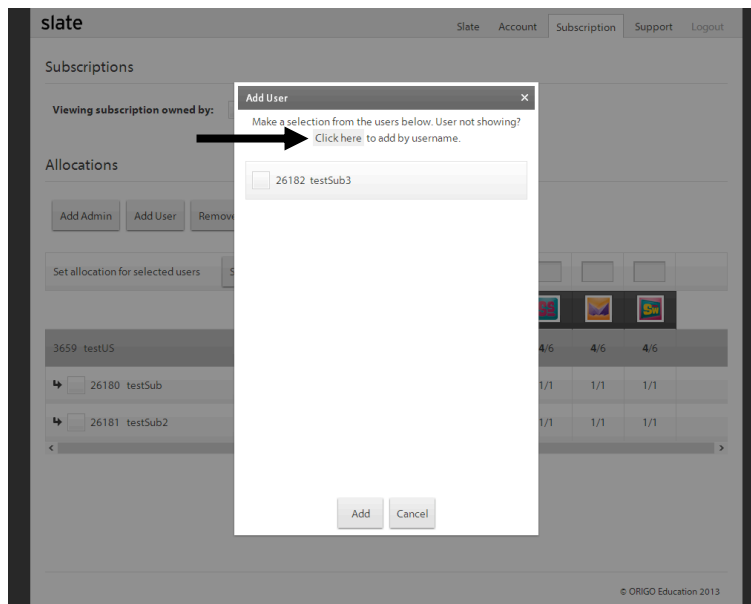
The destination users must already exist before a license can be assigned. This is accomplished for new users through the *Account Tab*, reference the instructions provided previously in the document. **If the user already exists in the Slate system, you must have that Slate username in order to assign that user a license.**

Step 2 - Connect the user to the admin

This is accomplished through the *Allocations* portion in the *Subscription Tab*.

Add Admin Button allows the addition of users that will have multiple single product licenses assigned to them – an additional layer of parent/child – from which those will be further assigned to another layer of users. The child in this case must be an account user (email address username).

Add User Button allows the addition of users that will have a single product license assigned. The selection of the button provides a list of 'possible' users for an Admin and allows the Admin to select from the list or add a different username. The child in this case may be either an account user (email username) or a sub-account (generic username)



Delete User Button returns licenses back to the Admin and removes the user from the Admin license allocation list. **It does not delete the user from the Slate system.**

The screenshot shows the 'slate' interface with the 'Subscription' tab selected. Under 'Subscriptions', it displays 'Viewing subscription owned by: 3659 testUS' and 'Expiry 1 Jan 2015'. The 'Allocations' section has buttons for 'Add Admin', 'Add User', and 'Remove Users', with an arrow pointing to the 'Remove Users' button. Below these are 'Set allocation for selected users' and a 'Set' button. A row of icons is visible. The main table shows license allocations for user '3659 testUS' and sub-users '26180 testSub' and '26181 testSub2'. An arrow points to the 'Remove Users' button in the table row for '26181 testSub2'.

3659 testUS	4/6	4/6	4/6	4/6	4/6	4/6
<input type="checkbox"/> 26180 testSub	1/1	1/1	1/1	1/1	1/1	1/1
<input checked="" type="checkbox"/> 26181 testSub2	1/1	1/1	1/1	1/1	1/1	1/1

Note: User has been removed and the license returned to owner's spare license.

The screenshot shows the same 'slate' interface. The 'Remove Users' button is now disabled. The table shows that the license allocation for '3659 testUS' has updated from 4/6 to 5/6, and the '26181 testSub2' user is no longer listed. An arrow points to the updated '5/6' value in the table.

3659 testUS	5/6	5/6	5/6	5/6	5/6	5/6
<input type="checkbox"/> 26180 testSub	1/1	1/1	1/1	1/1	1/1	1/1

