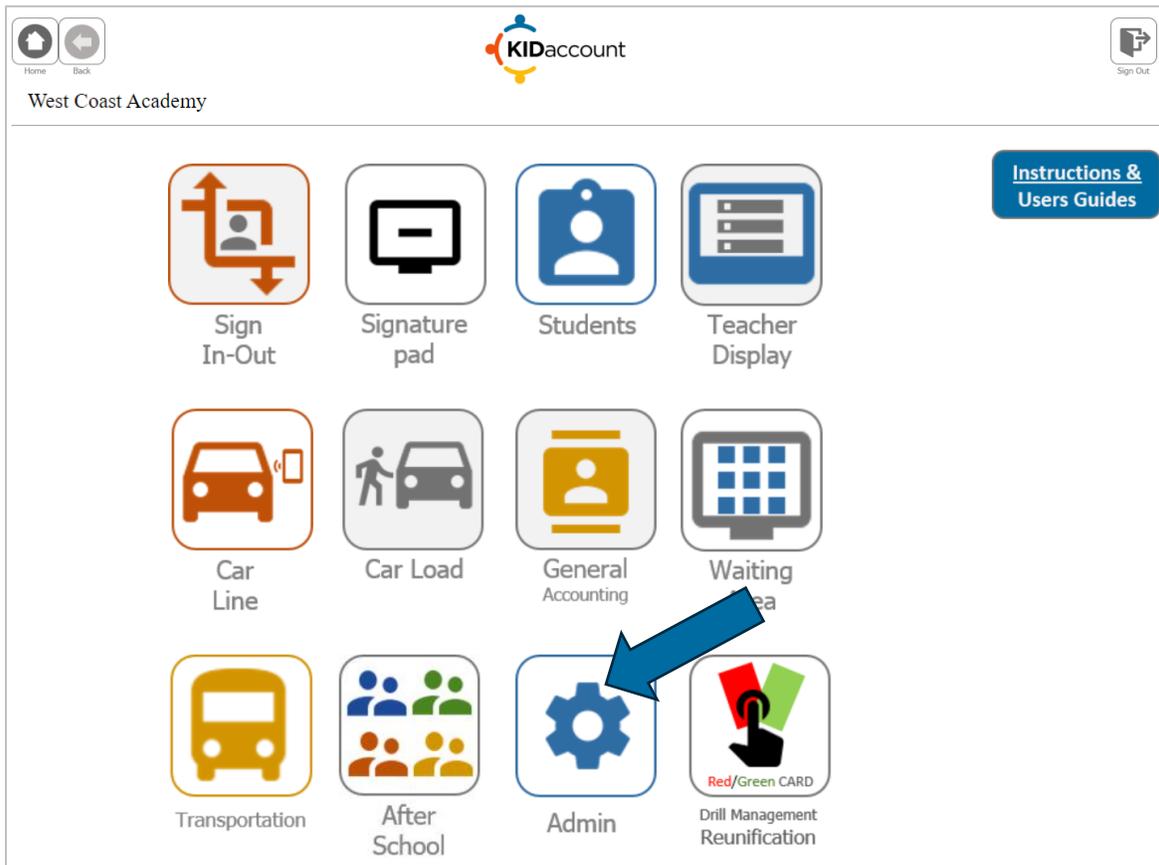


Multi-School Traveling Teacher Instructions

For teachers to easily transfer between schools, administrators can turn on “**School Traversal**” for certain multi-school traveling teachers. This will allow teachers to toggle between different schools within the KIDaccount platform. To enable this feature for multi-school teachers, KIDaccount administrators will complete the following steps.

1. **Admin Page.** Once you are logged-in as an administrator in KIDaccount, click the **Admin** icon from the KIDaccount homepage.



Next, click the **Manage Staff** icon from the administration page.



Multi-School Traveling Teacher Instructions

2. **Modify Staff Account.** From the manage staff page, search for the multi-school teacher by last name, then click “Modify Account”.

Create New Account Search By Last Name Submit

Staff Accounts

Staff List Page: **1** Previous Page | Next Page

Name	Username	Email	Role	Last Login	Status	Actions
Keith Daniel	kdaniel	kdaniel@kidaccount.com	Teacher	11-02-2021 3:08 PM	Active	Modify Account

From the account profile page, scroll down and toggle choose “ON” from the drop-down under “Allow School Traversal” and click “Submit”.

Account Profile For Keith Daniel

Reset Password Disable Account

Name:

Keith

Daniel

Email

kdaniel@kidaccount.com

Username

kdaniel

Mobile Number

Mobile Number

Account Type

Standard Login

Account Role

Teacher

Directory Listed NEW

Yes

Allow School Traversal NEW

ON

Login Redirect URL (Optional, Advanced)

Login Redirect URL

Submit

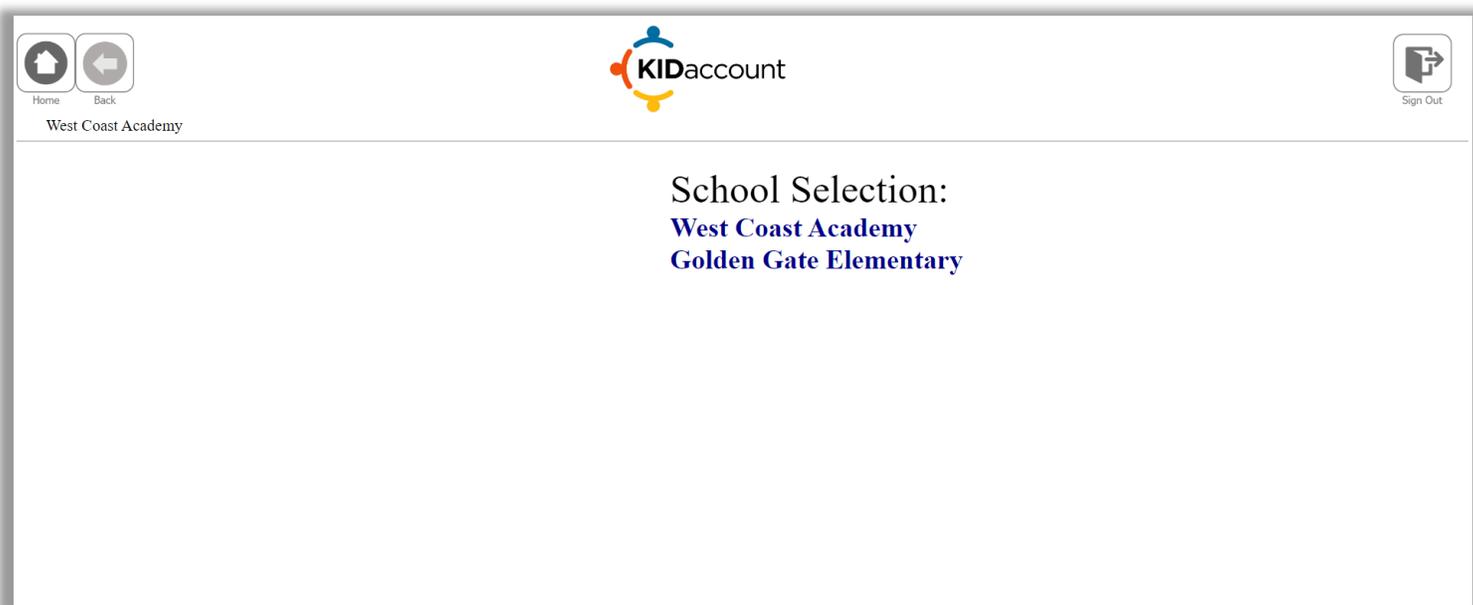
Please note: As limiting the number of staff traveling between schools is best practice, “OFF” is the default setting for “Allow School Traversal” for teacher accounts. Administrators in KIDaccount will need to turn on School Traversal reserved **only** for teachers traveling between multiple schools.

Multi-School Traveling Teacher Instructions

3. **Switch Schools.** After the account profile is updated for the multi-school traveling teacher, the teacher will now see a **“Switch Schools”** button from their homepage.



Once the **“Switch Schools”** button is clicked, the multi-school traveling teacher will then be taken to a **“School Selection”** page where they will select the school they are at that day/hour.



This concludes the Multi-School Traveling Teacher Instructions.

Please contact us if you have any questions.

CustomerService@kidaccount.com

833.552.1855

Thank you for choosing KIDaccount.

