# KiVa intranet Instructions for Coordinator level users

|   | Riva             | Front page                |
|---|------------------|---------------------------|
|   | ~.               | Welcome to KiVa Intranet! |
|   | Hi, Coordinator! |                           |
|   | B→ LOG OUT       |                           |
| , | ₩ Home           |                           |
| J | 翮 School profile |                           |
| 3 | C Announcements  |                           |
|   | ୧୨ User database |                           |
|   | යි Games         |                           |
| ( | ③ Instructions   |                           |

### 1. A new coordinator level user - what will change?

In the new intranet, we have introduced a new user level. This means that in addition to the generic **Teacher** level (which remains the same as before) there will be a new **Coordinator** user level. Here are the differences between the two user levels:

| Teacher  | Coordinator  |  |  |  |
|--|--|--|--|--|
| a generic school ID and teacher password                       | a personal username (email address) and                    |  |  |  |
|  | password   |  |  |  |
| school ID and teacher password remain the                      | must register into the new intranet using the              |  |  |  |
| same as before   | link that will be sent via email on August 5 <sup>th</sup> |  |  |  |
|  | 2020   |  |  |  |
| can view school information                                    | can view and edit school information                       |  |  |  |
| must ask coordinator or another teacher for a                  | can renew personal password if forgotten                   |  |  |  |
| forgotten school ID and teacher password                       |  |  |  |  |
| can view links and passwords to student and                    | can view links and passwords to student and                |  |  |  |
| staff survey   | staff survey and see survey results                        |  |  |  |
|  | can edit school's contact persons (KiVa                    |  |  |  |
|  | coordinator(s) principal(s)                                |  |  |  |
| Both user levels have access to the KiVa material for teaching |  |  |  |  |

## 2. Setting the password

You will first receive an email from **noreply@kivaprogram.net** to set your password. To do so, click on the first link.

| - | KiVa Program noreply@kivaprogram.net tramite mail133-28.ati131.mandrillapp.com<br>a                 |
|---|---|
|   | 🔀 inglese • > italiano • Traduci messaggio  |
|   | Username:   |
|   | To set your password, visit the following address:  |
|   | https://intra.kivakoulu.production.geniem.io/wp-login.php?action=rp&key=TUrf9cw2uV9XQNjUMI50&login= |
|   | https://intra.kivakoulu.production.geniem.io/wp-login.php   |

Now, reset your password and then login.

| KiVa  |  |
|---|--|
| Enter your new password below.  |  |
|   |  |
| New password  |  |
| eifhe8Hkf8w)! ∞   |  |
| Strong  |  |
| Hint: The password should be at least twelve<br>characters long. To make it stronger, use upper and<br>lower case letters, numbers, and symbols like ! " ? \$<br>% ^ & ). |  |
|   |  |
| ← Back to KiVa Intranet   |  |
|   |  |

#### 3. Updating school information

Now you as a coordinator have an important task: that is, to check that your school's information is correct. If not, go ahead and edit the incorrect parts. Please check the address, contact information and students/grades.

| Materials Surveys School info | rmation Certification level      |            |
|-------------------------------|----------------------------------|------------|
| Basic info Address Contact S  | tudents/grades Passwords Billing |            |
| Street address / Visiting *   | Koskikatu 59 c 2                 |            |
| Postal code / Visiting *      | 123456                           |            |
| Municipality / Visiting *     | Kokkola                          |            |
| Country / Visiting *          | Finland ×                        | <b>x</b> v |
|                               |                                  |            |
| Street address / Delivery     |                                  |            |
| Postal code / Delivery        |                                  |            |
| Municipality / Delivery       |                                  |            |
| Country / Delivery            | Select                           | ×          |
|                               |                                  |            |

Save

#### Remember to save each time you update any information!

The most important thing is to make sure that the other users who have the same coordinator level account as you are correct. So, please check that the **principal's** and other **contact person's/coordinator's email addresses are correct**.

Use the **+Add a contact person** and **+Add a principal** buttons to add a new coordinator level user:

|   | Materials Surveys School info      | ^                                   |   |                                   |
|---|------------------------------------|-------------------------------------|---|-----------------------------------|
|   | Basic info Address Contact S       | Students/grades Passwords Billing   | ~ |                                   |
|   | Coordinators                       |                                     |   |                                   |
|   | Name *                             | Mrs. KiVa Coordinator               |   |                                   |
|   | Phone number                       | 987654321                           | G |                                   |
|   | E-mail address *                   | testschoolcoordinator1234@gmail.com |   |                                   |
|   |                                    |                                     |   |                                   |
|   | + Add a contact person             |                                     |   |                                   |
|   |                                    |                                     |   | Press the – sign to remove a user |
|   | Principals                         |                                     |   |                                   |
|   | Name *                             | Mr. Principal                       |   |                                   |
|   | Phone number                       | 123456789                           | _ |                                   |
|   | E-mail address *                   | principal@principal.rehtori         |   |                                   |
|   |                                    |                                     |   |                                   |
| * | + Add a principal                  |                                     |   |                                   |
|   | Additional information on contacts |                                     |   |                                   |
|   |                                    |                                     |   |                                   |
|   |                                    |                                     |   |                                   |
|   |                                    |                                     |   |                                   |
|   |                                    |                                     |   |                                   |
|   |                                    |                                     |   | Save                              |
|   |                                    |                                     |   |                                   |

### 4. Updating users in the user database

If you have updated users in the school profile, for example added a new contact person, this person does not yet receive an email from the intranet. To create the user account, you must remember to update the same users in the user database as well.

| Users                     |                               |               | +           | Add new user |
|---------------------------|-------------------------------|---------------|-------------|--------------|
| Users                     |                               |               |             | ~            |
| search Q Licensed partner | ✓ Scho                        | ol            | Ÿ           |              |
| Username                  | Licensed partner              | School        | User level  |              |
|                           | TEST partner                  | Test school 1 | Coordinator | Edit         |
|                           | <u>« Start</u> ] <u>End »</u> |               |             |              |

To remove a user, press **Edit** and then remove. To add a new user, press **+Add new user**. Now these users will receive an invitation email to the new intranet and you will see them in the user database.

*Please share these instructions with the school principals and KiVa coordinators and/or contact persons!*