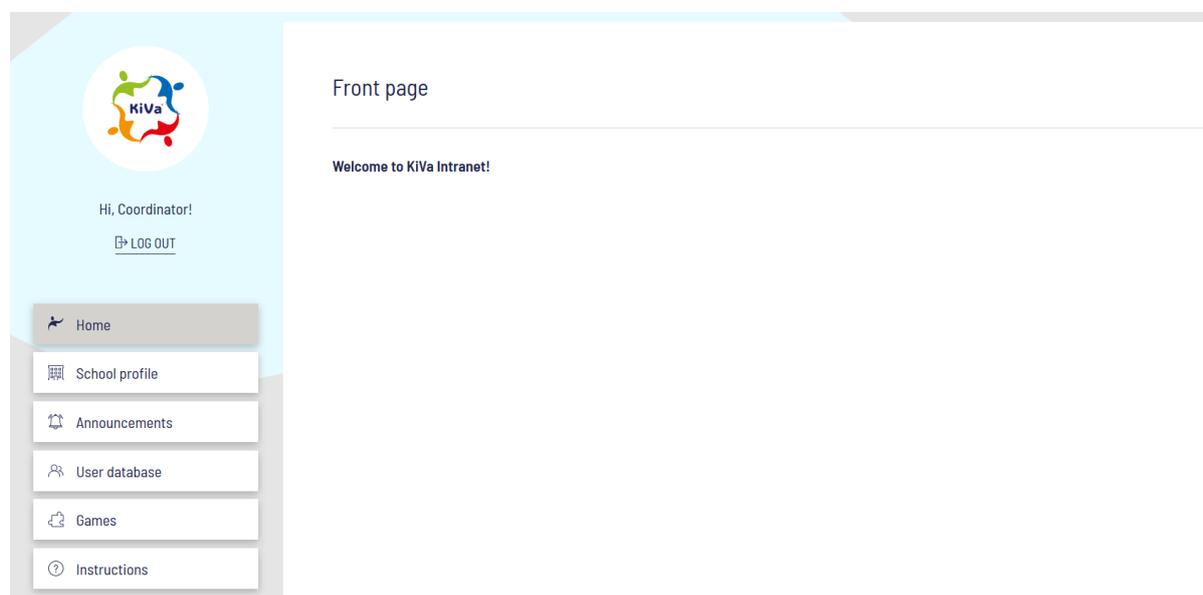


KiVa intranet Instructions for Coordinator level users



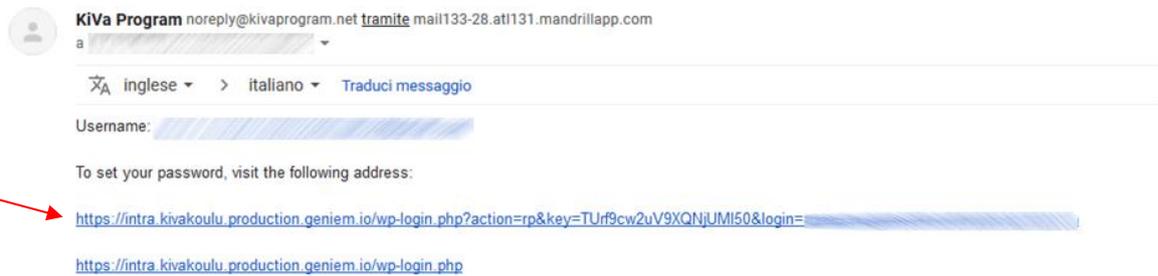
1. A new coordinator level user - what will change?

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:

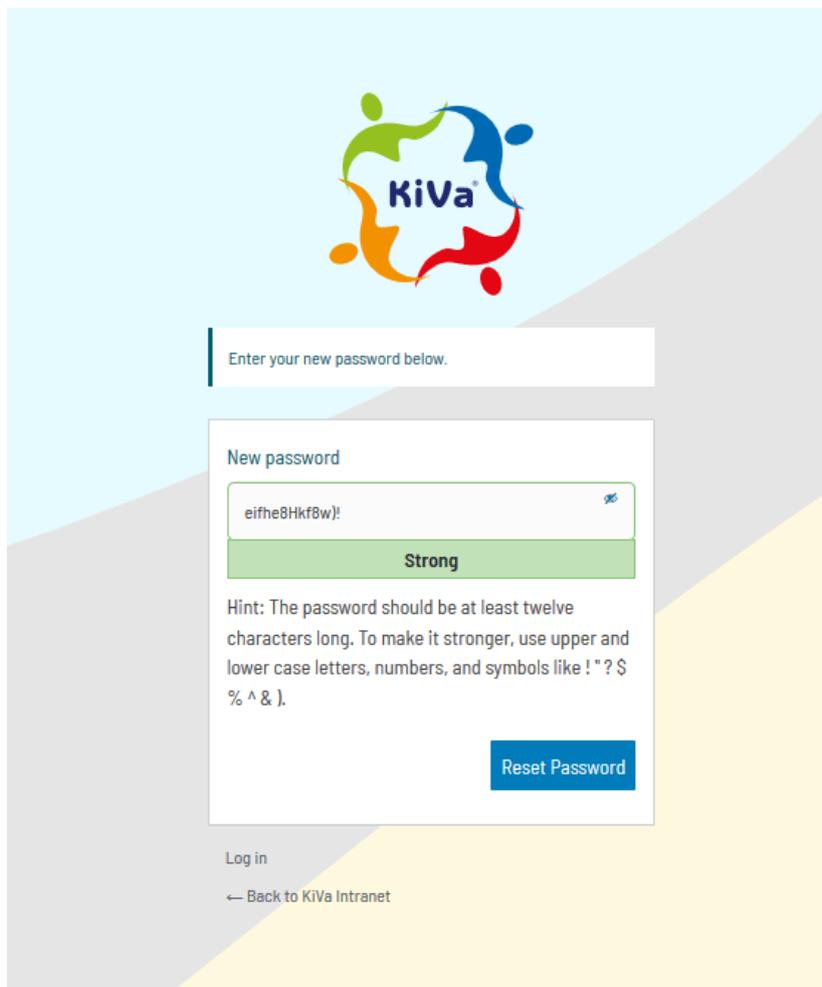
Teacher	Coordinator
a generic school ID and teacher password	a personal username (email address) and password
school ID and teacher password remain the same as before	must register into the new intranet using the link that will be sent via email on August 5 th 2020
can view school information	can view and edit school information
must ask coordinator or another teacher for a forgotten school ID and teacher password	can renew personal password if forgotten
can view links and passwords to student and staff survey	can view links and passwords to student and 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.



Now, reset your password and then login.



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 information** Certification level

Basic info **Address** Contact Students/grades Passwords Billing

Street address / Visiting *

Postal code / Visiting *

Municipality / Visiting *

Country / Visiting * * v

Street address / Delivery

Postal code / Delivery

Municipality / Delivery

Country / Delivery v

[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 information** Certification level

Basic info Address **Contact** Students/grades Passwords Billing

Coordinators

Name * Mrs. KiVa Coordinator

Phone number 987654321

E-mail address * testschoolcoordinator1234@gmail.com

+ Add a contact person

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 Licensed partner School

Username	Licensed partner	School	User level
	TEST partner	Test school 1	Coordinator

Edit

< Start | End >

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!
