

1 Getting Passwords for New Staff

To be able use the Plan-it Supervisor Area and see reports and perform functions, such as, Forgotten Password and Create New User, staff will need to be registered with S-cool and to have a password assigned.

The following information will need to be sent to your School Support Team, who will then send it on to S-cool so that supervisor passwords can be issued. Your School Support Team will need to receive the information at least two weeks before supervisors want to use the system.

2 Information required by S-cool for each supervisor:

- Title
- First Name
- Surname
- Date of Birth
- Gender

You will also need to indicate whether supervisors should have Administrator access – this will mean they can see ALL students and perform admin functions. Those without Administrator status will be given 'Supervisor Only' status, i.e. they can see progress and access reports of specified groups. The school coordinator will need to assign those with 'Supervisor Only' access to the groups whose information they can access. Please note: If agreeable to the school, Connexions Personal Advisers should have Administrator access so they can see ALL students and access 'Cause for Concern' reports.

Your School Support Team will send you an Excel spreadsheet called "**Template Requesting Staff & Student Passwords**". Please send your learner information to your School Support Team using the spreadsheet provided. You can also access this spreadsheet through the online handbook.

SUPERVISORS					
EXAMPLE					Plan-it
Title (Mr. Ms ...)	First name	Surname	Date of Birth	Gender	EEA
Mr.	Robin	Sample	05/12/1970	M	X
YOUR DATA					
Title (Mr. Ms ...)	First name	Surname	Date of Birth	Gender	EEA

3 Password arrangements for supervisors who were registered users of the system before July of the previous year:

If Supervisors were registered to use Plan-it last year, their information will still be in the Plan-it system. However, those with 'Supervisor Only' access will not be assigned to groups at the start of the academic year. The school coordinator will need to assign those with 'Supervisor Only' access to the groups whose information they can access.

Details of supervisors who are already in the system will be sent to the Plan-it Coordinator for confirmation and so that they can undertake 'Year End Arrangements' (please see the relevant handbook document).

The Plan-it Coordinator will be issued with a temporary password, individual to each user, for all existing supervisors. The temporary password can be used if a supervisor is unable to remember their password from last year. If they use the temporary password the system will ask them to change this password to something they can remember.

If they are able to remember the password they used last year, they can continue to use this.