

# Create new user function

## Creating a new user

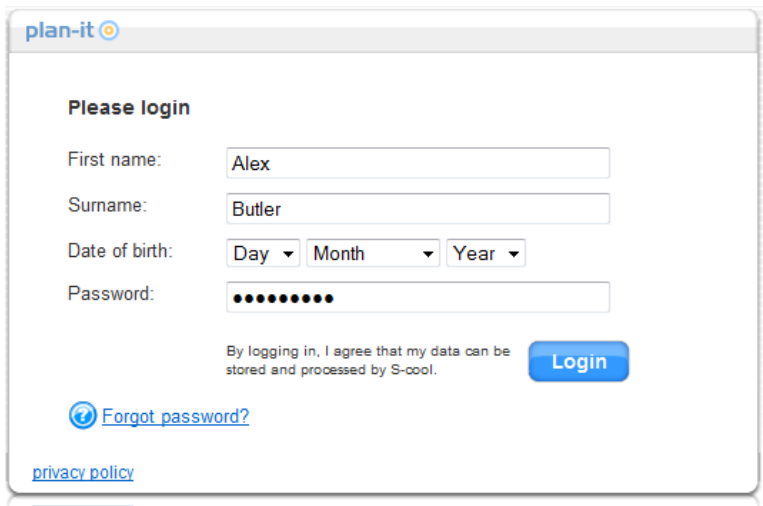
This process is designed to allow a member of staff to add a new learner to the school whilst actually in the classroom using Plan-it.

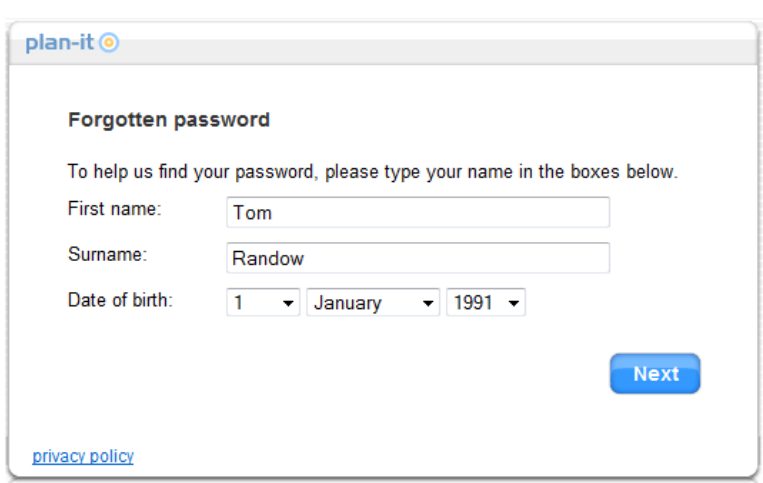
**PLEASE NOTE** – It is not intended that this process be used to add more than the occasional learner to the school. Large numbers of new learners should be added through the School Support Team using the agreed data protocol.

You will need:

- Access to the learner site;
- The learner to be present with you;
- **YOUR** Plan-it password.

To start, ask the learner to go to the learner website at <https://planit.s-cool.co.uk/learner>

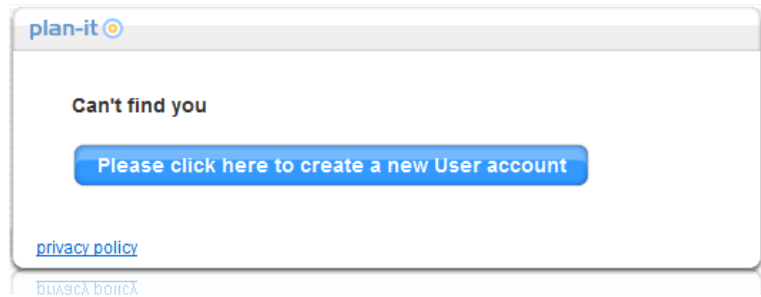
<p><b>Learner login page</b></p> <p>Learner accesses Plan-it using the normal web address but clicks on <b>'Forgot password?'</b>.</p>	
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<p><b>Forgotten password</b></p> <p>The learner is required to enter their first name, surname and date of birth.</p> <p>This data must exactly match the data that would be provided to S-cool from the school MIS. E.g. Robert not Bob.</p> <p>This is to ensure that a duplicate learner is not created.</p>	
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## Create new user function

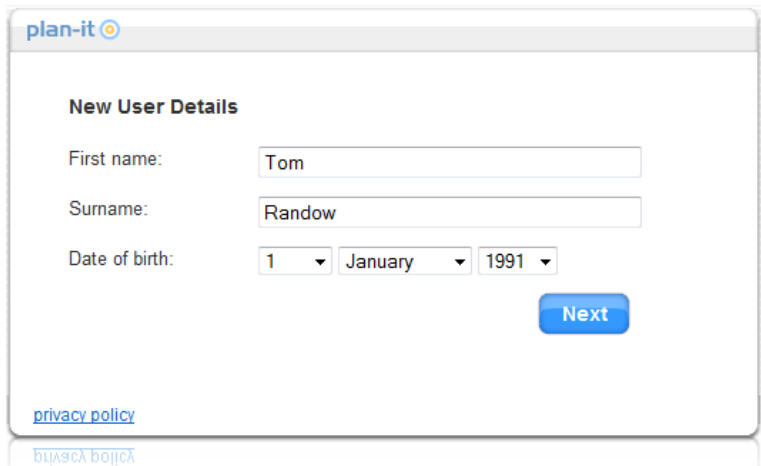
### Can't find you

The previous steps are to ensure that the learner is, in fact, new to the system. If no matching learner is found they are able to create a new account.



### New learner details

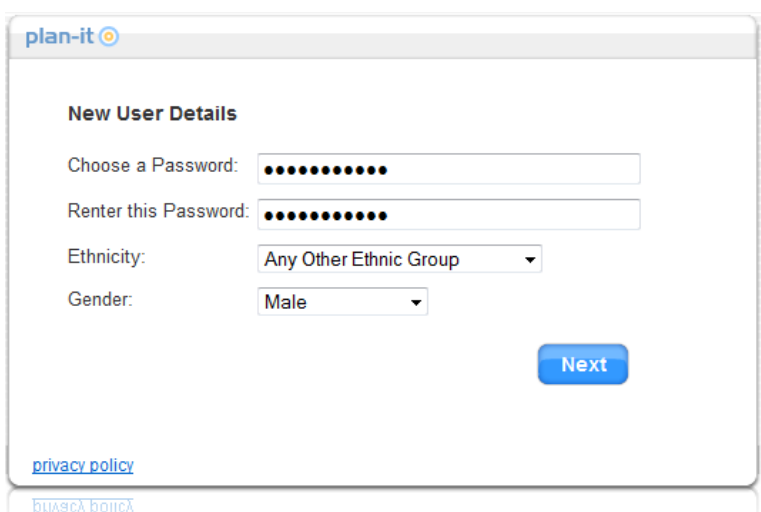
The learner is required to enter their details as if they were logging on for the first time.



### New learner password

The learner must enter and confirm a password. We strongly advise that they use their school network password.

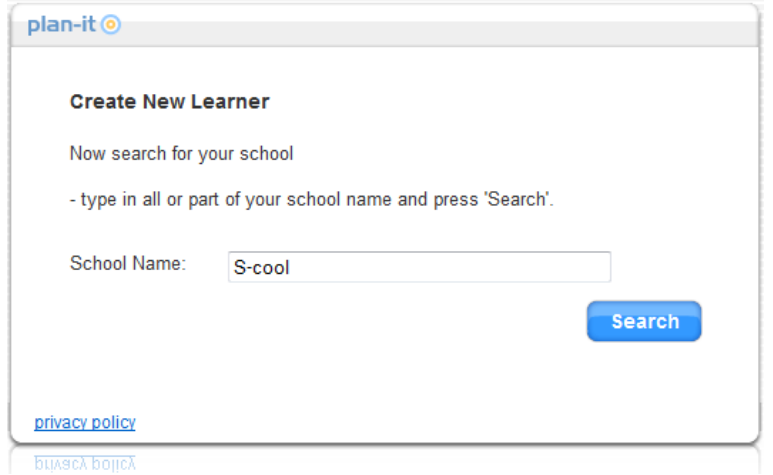
They select ethnicity and gender from the drop-downs and click 'Next'.



## Create new user function

### Learner's school

The learner then searches for their school by typing all, or part of the name and then clicking on **'Search'**.



plan-it

**Create New Learner**

Now search for your school

- type in all or part of your school name and press 'Search'.

School Name:

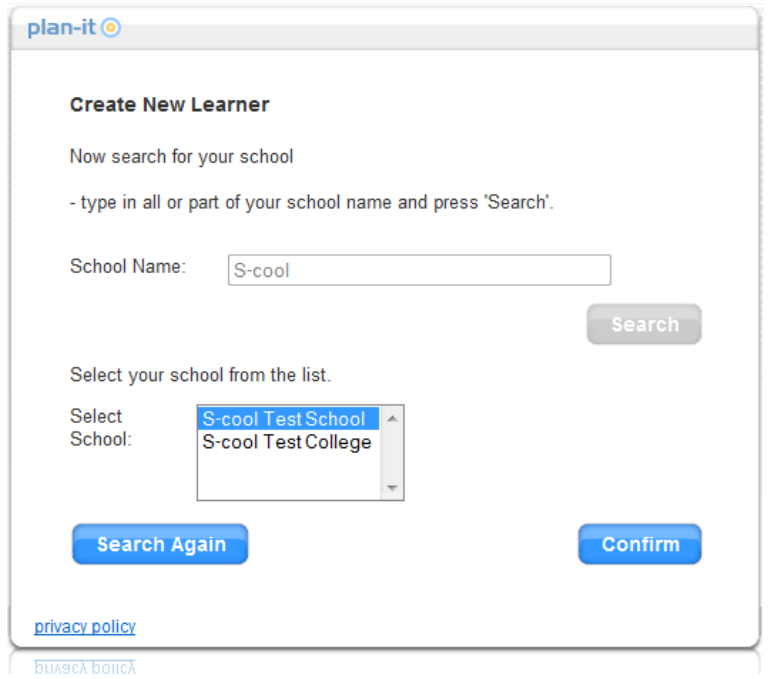
[Search](#)

[privacy policy](#)

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### Confirm school

A list of matching schools is displayed. The learner selects the correct school by clicking on the name and then clicking on **'Confirm'**.



plan-it

**Create New Learner**

Now search for your school

- type in all or part of your school name and press 'Search'.

School Name:

[Search](#)

Select your school from the list.

Select School:

[Search Again](#) [Confirm](#)

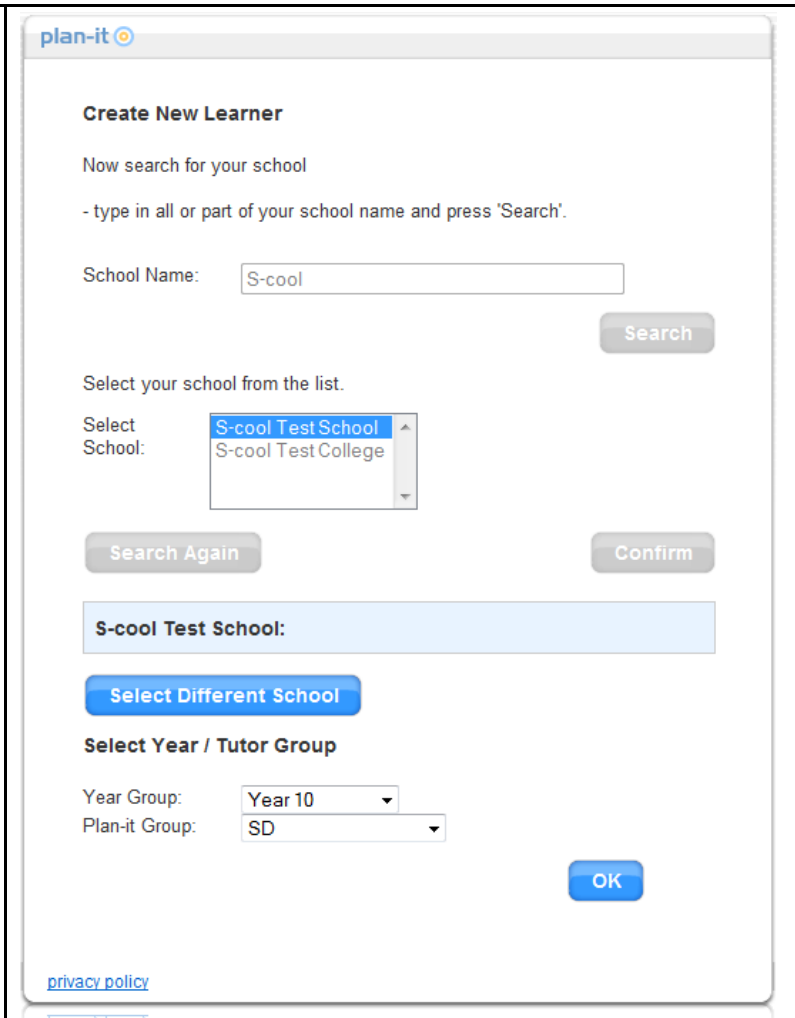
[privacy policy](#)

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## Create new user function

### Learner confirms year and Plan-it group

The learner selects their year group and then sub-group (i.e. tutor group) from the drop-down lists and then clicks on 'OK'.

A screenshot of a web form titled 'Create New Learner' with the 'plan-it' logo in the top left. The form contains the following elements:

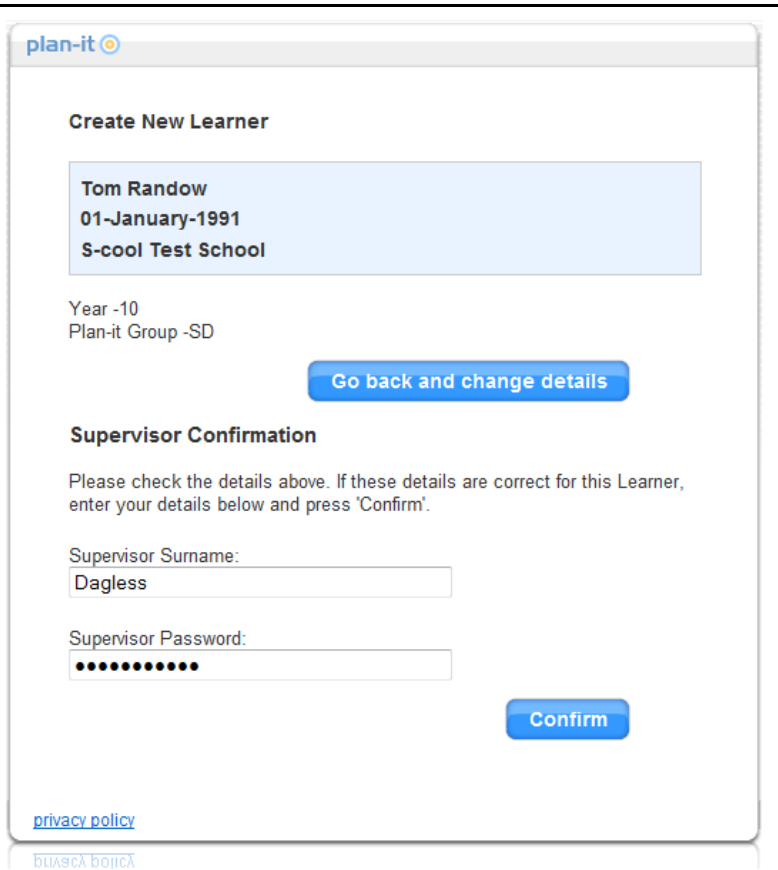
- Create New Learner** header.
- Text: 'Now search for your school' and '- type in all or part of your school name and press 'Search'.'
- Text input: 'School Name:' with 'S-cool' entered.
- Button: 'Search'.
- Text: 'Select your school from the list.'
- Text: 'Select School:' with a dropdown menu showing 'S-cool Test School' (selected) and 'S-cool Test College'.
- Buttons: 'Search Again' and 'Confirm'.
- Text: 'S-cool Test School:' in a light blue box.
- Button: 'Select Different School'.
- Select Year / Tutor Group** header.
- Text: 'Year Group:' with a dropdown menu showing 'Year 10'.
- Text: 'Plan-it Group:' with a dropdown menu showing 'SD'.
- Button: 'OK'.
- Link: 'privacy policy' at the bottom left.

## Create new user function

### Supervisor checks and confirms

The Supervisor checks and then confirms the details of the new user are correct by entering their own surname and password.

Click on '**Confirm**' to create the new user.



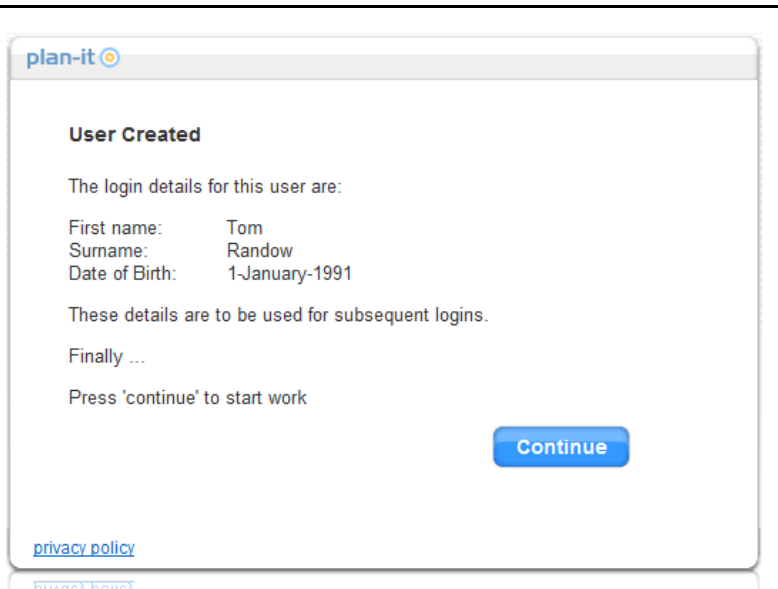
The screenshot shows the 'plan-it' interface for 'Create New Learner'. A summary box displays: Tom Randow, 01-January-1991, S-cool Test School. Below this, it shows 'Year -10' and 'Plan-it Group -SD'. A blue button labeled 'Go back and change details' is present. The 'Supervisor Confirmation' section asks the user to check details and enter their own details. It includes input fields for 'Supervisor Surname' (containing 'Dagless') and 'Supervisor Password' (masked with dots). A blue 'Confirm' button is at the bottom right. A 'privacy policy' link is at the bottom left.

### Learner created

The system will confirm that the new user has been created.

Click '**Continue**' to login as the new user.

**PLEASE NOTE** - We recommend that Supervisors creating new users in this way inform the school Administrator of all new accounts that have been set up.



The screenshot shows the 'plan-it' interface for 'User Created'. It displays the login details for the new user: First name: Tom, Surname: Randow, Date of Birth: 1-January-1991. It states these details are for subsequent logins. Below this, it says 'Finally ...' and 'Press 'continue' to start work'. A blue 'Continue' button is at the bottom right. A 'privacy policy' link is at the bottom left.

## Create new user function

### Learner home page

The new learner can now login and access their own Plan-it account.

Supervisors assigned to the sub-group they are in will be able to report on the learner's Plan-it information.

The screenshot shows the learner home page for 'plan-it'. At the top left, there are navigation links for 'HOME', 'Tom Randow', and 'logout'. The 'plan-it' logo is in the top right. The main content area features a central graphic with the 'plan-it' logo and the slogan 'Don't leave your life to chance'. Below this is a 'GET STARTED' button. Surrounding the central logo are eight puzzle pieces, each with a different color and text: 'Think about career choices' (green), 'Think about subject grades' (yellow), 'Know your subject & course choices' (orange), 'Print personal summaries + reports' (blue), 'Write a CV' (yellow), 'Record your qualities and skills' (green), 'Make a plan' (blue), and 'Find out the qualifications you need' (orange). At the bottom left, there is a 'Privacy policy' link, and at the bottom right, it says 'Powered by AP4L S-Cool © 2006'.