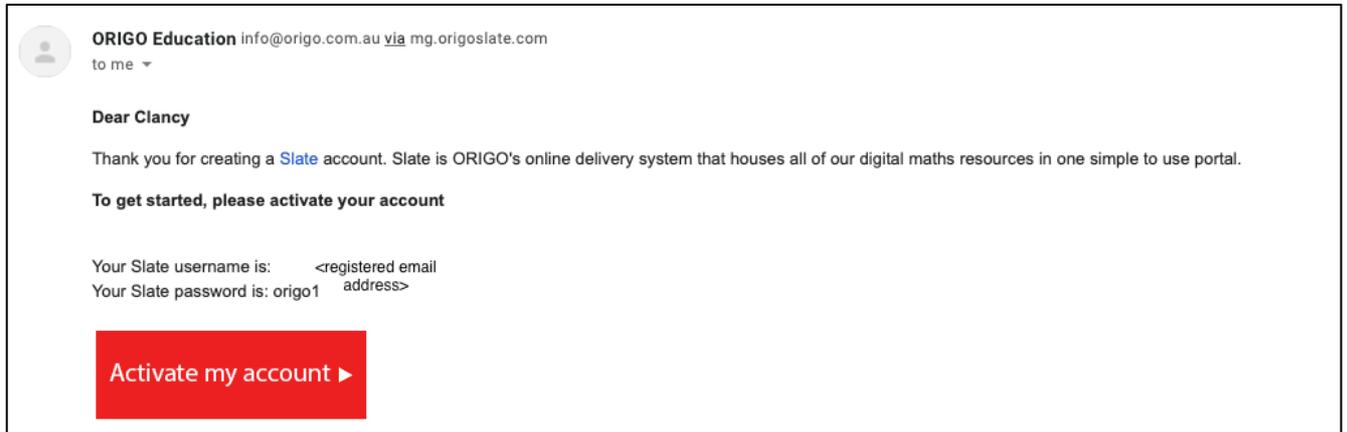


Slate Administrator Instructions

1. How to register your new Slate account

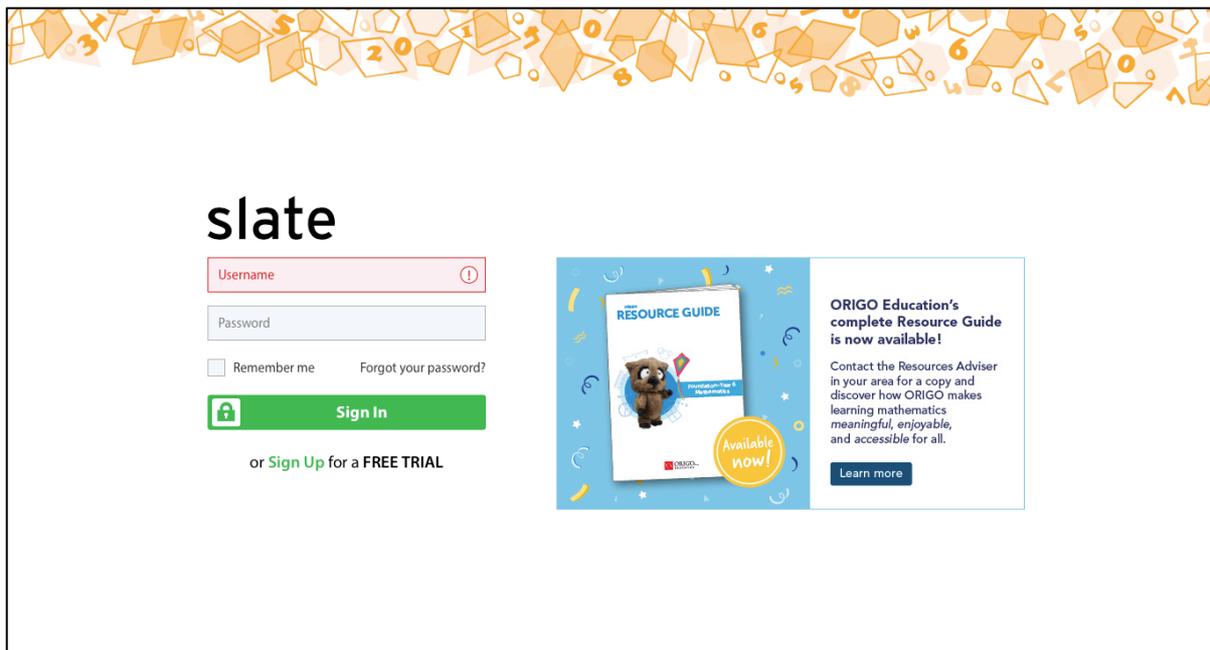
If you have signed up to a premium or standard *Slate* subscription, ORIGO will register you as a *Slate* user and you will receive the below email asking you to activate your account. Please check your junk folder if you do not receive an activation email.



2. How to login to Slate

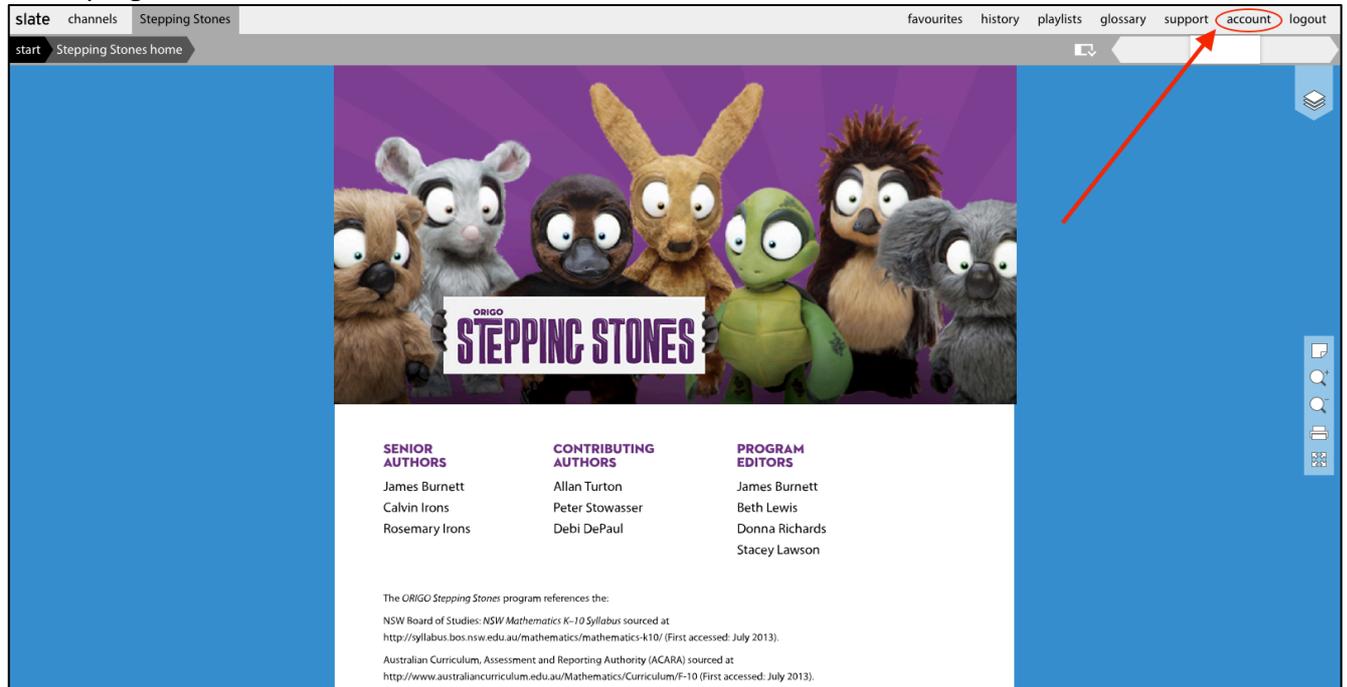
Visit **ORIGO Slate** <www.origoslate.com> and login. Your username will be your **registered email address**.

If you have forgotten your password, select 'Forget your password'. This will send a link to your registered email address.

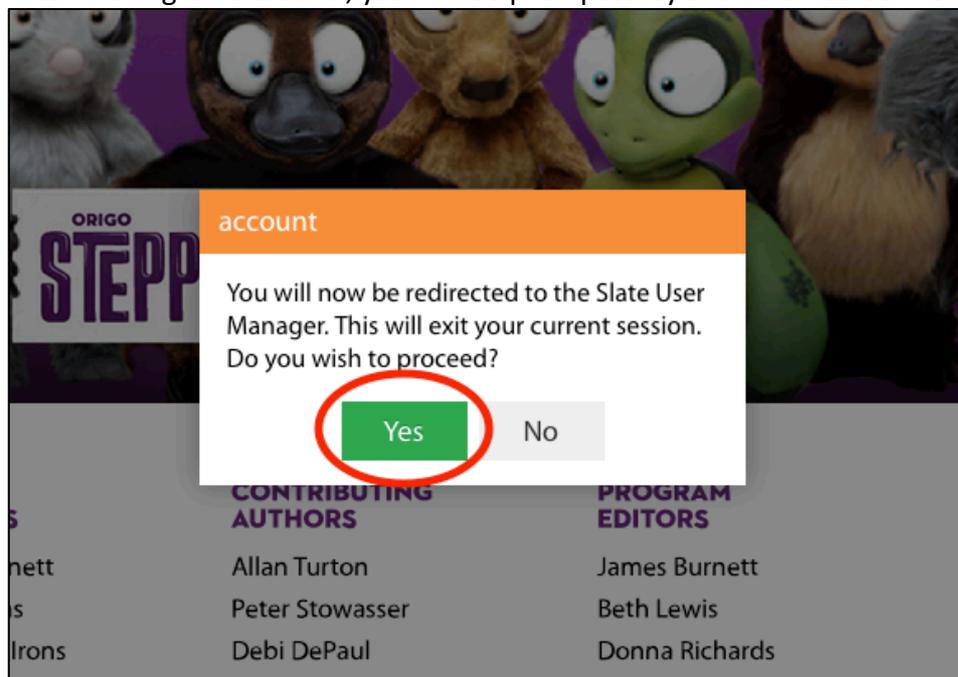


3. Navigate and Manage your new account

Once you have logged in, Slate will automatically take you to the last page you were on. In the top right hand corner, click on 'account'.



After clicking on 'account', you will be prompted by the below screen. Click yes.



4. Registering new colleagues

Registering new colleagues will allow you to allocate *Slate* subscriptions to teachers in your school. If you have purchased three *Slate* subscriptions, you will be able to allocate these to three educators. Please note that registering someone will automatically send them an email prompting them to login/register their account.

Step 1: In the account dashboard, click on 'Register Colleague' in the left menu bar.

The screenshot shows the 'slate' account dashboard. The top navigation bar includes 'Slate', 'Account', 'Subscription', 'Support', 'Forum', and 'Logout'. The left sidebar, titled 'Accounts', contains three buttons: 'Create Sub-account', 'Register Colleague' (circled in red), and 'Delete Sub-account'. Below these buttons is a 'User ID' dropdown menu showing '176235 c_harrip@origo.com.au'. The main content area, titled 'Account Details', contains the following fields: Username (c_harrip@origo.com.au), Email (c_harrip@origo.com.au), First name (Clancy), Last name (Harrip), Position/Title, About (a large text area), Time zone (Australia/Brisbane), and Forum Alias. A 'Save' button is located at the bottom of the form.

Step 2: Fill in their relevant details and assign them a password that has at least six characters in it.

Step 3: Click 'use my address' to avoid having to fill in this information and leave the 'referral code' blank.

Register Colleague [X]

Register a colleague for a full unrestricted account that shall be under their control. Full account holders can purchase a subscription, create sub-accounts and help manage the subscriptions of other users. An email address must be supplied.

Email

First name

Last name

Position/Title

Password

Confirm Password

→ Use my address

→ Referral Code

Step 4: If registered successfully, you will see the following confirmation popup window.

Colleague Registration Successful [X]

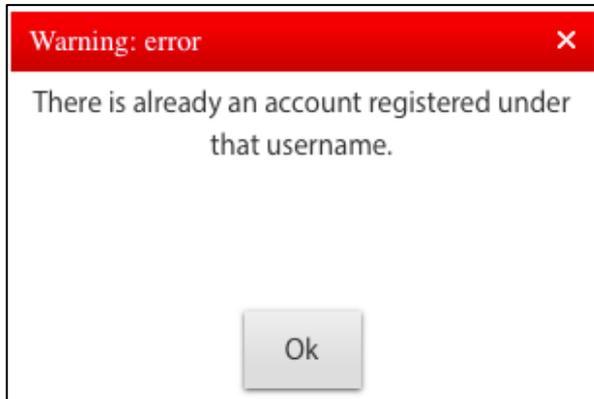
An email has been sent to the email address provided. This contains the username, password and a link to activate the account. The account must be activated to log into Slate.

If the activation email is not received within 24hrs, please check the email spam folder and/or check with the IT department to ensure emails from ORIGO are not being blocked. If your colleague still has issues please contact the ORIGO representative or the ORIGO Head office.

PO Box 5441
Brendale, QLD 4500
Ph: (07) 3482 6799
Fax: (07) 3482 6788
Web: www.origoeducation.com
Email: info@origo.com.au

5. Error when registering new colleagues

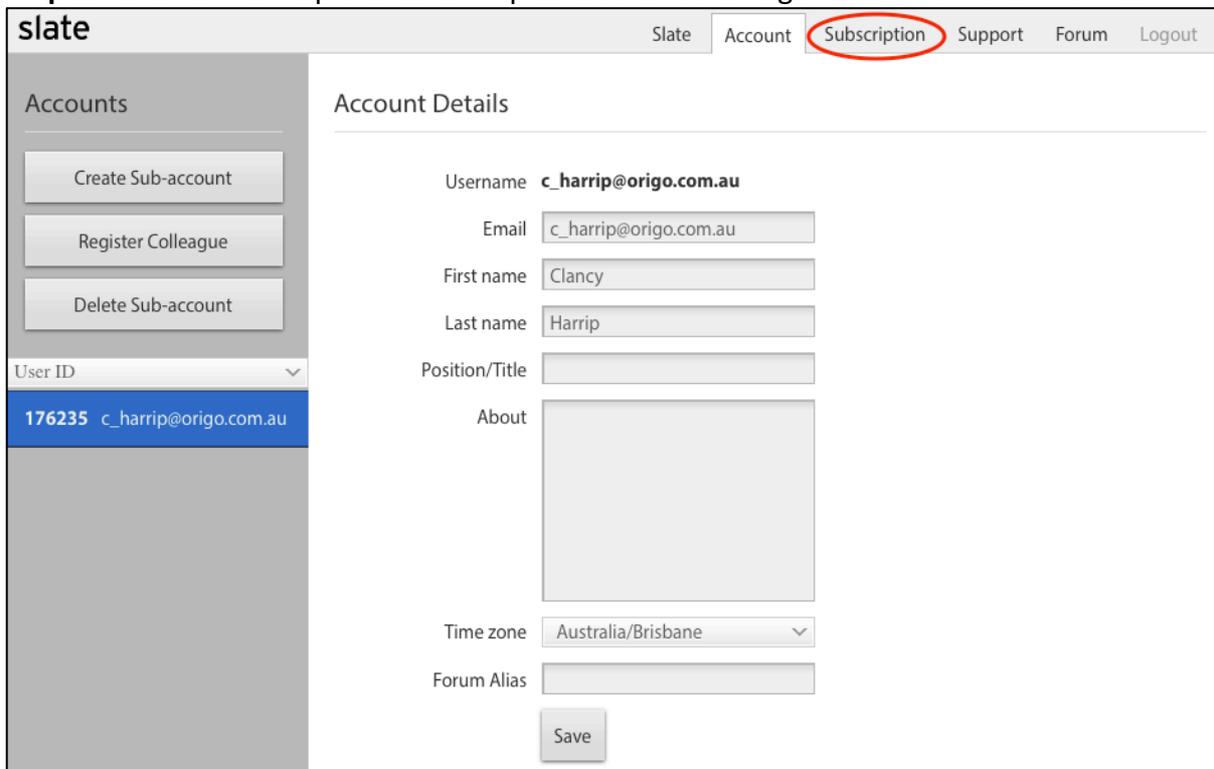
If you receive the below error 'There is already an account registered under that username' it means the user you are trying to register has previously used or trialled ORIGO Slate. You are still able to assign a subscription to a user that is currently registered in the system.



Refer to 'Assigning allocations for teachers' for more information.

6. Assigning allocations for teachers

Step 1: Click on 'Subscription' in the top menu bar on the right-hand side of the screen.

A screenshot of the Slate web application interface. The top navigation bar includes "Slate", "Account", "Subscription" (circled in red), "Support", "Forum", and "Logout". On the left, there is a sidebar with "Accounts" and buttons for "Create Sub-account", "Register Colleague", and "Delete Sub-account". Below these is a "User ID" dropdown menu showing "176235 c_harrip@origo.com.au". The main content area is titled "Account Details" and contains form fields for "Username" (c_harrip@origo.com.au), "Email" (c_harrip@origo.com.au), "First name" (Clancy), "Last name" (Harrip), "Position/Title", "About" (a large text area), "Time zone" (Australia/Brisbane), and "Forum Alias". A "Save" button is located at the bottom of the form.

Step 2: Click on 'Add Admin/Teacher' under 'Allocations'.

Allocations

Add Admin/Teacher Add User/Student Remove Users

Set allocation for selected users Set

User ID

176235 c_harrip@origo.com.au	3/3	1/1	1/1	1/1	2/2	2/2	2/2	2/2	2/2	2/2	1/1	1/1	1/1
------------------------------	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----

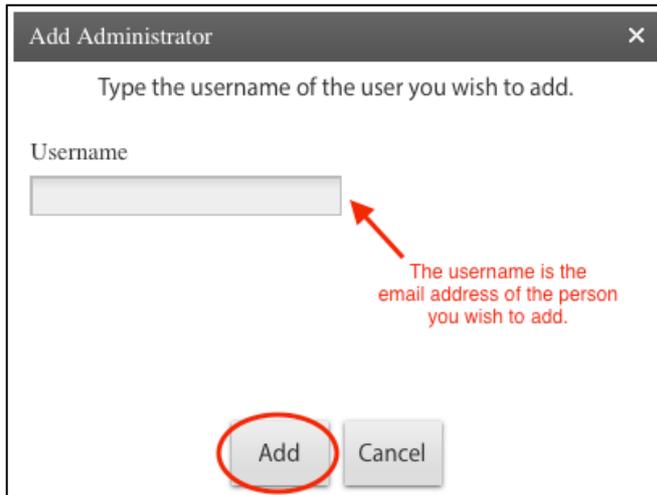
Step 3: This will bring you to a list of contacts you have registered to the system yourself. Simple tick on the person/s you'd like to allocate a subscription to and click 'Add'.

Add Administrator [X]

Make a selection from the users below. User not showing?
[Click here](#) to add by username.

<input checked="" type="checkbox"/>	178284 teacher1@origo.com.au
<input type="checkbox"/>	178288 teacher3@origo.com.au

If you'd like to add someone who is already a registered slate user that you didn't register yourself, simple click 'Click here' when you see the above image to add by username. Type in the email address and click 'Add'.



7. Allocating Subscriptions

Step 1: Under Subscriptions → Allocations, you will see the teachers you have added in step 5. They will appear in a lighter grey colour.

Allocations

Add Admin/Teacher
Add User/Student
Remove Users

Set allocation for selected users

Set

User ID

🔍

176235	c_harrip@origo.com.au	3/3	1/1	1/1	1/1	2/2	2/2	2/2	2/2	2/2	1/1	1/1	1/1
→ <input type="checkbox"/>	178284 teacher1@origo.com.au	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0
→ <input type="checkbox"/>	178288 teacher3@origo.com.au	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0

Step 2: Tick the box next to the name/s you'd like to add, and add a relevant number above the channels you'd like to assign to your user/s. You are able to allocate multiple subscriptions at once to multiple users by typing in the relevant number, as the system will automatically assign a single subscription per user.

Note, the numbers under each channel; e.g. 3/3 (circled below), indicate the amount of subscriptions you are able to allocate on your account.

Set allocation for selected users		Set	1						1	1	1	1
User ID												
176235	c_harrip@origo.com.au		3/3	1/1	1/1	1/1	2/2	2/2	2/2	2/2	2/2	
<input checked="" type="checkbox"/>	178284	teacher1@origo.com.au	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0
<input checked="" type="checkbox"/>	178288	teacher3@origo.com.au	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0

Step 3: Click 'Set' once you have finished allocating users, and this will take you to a popup confirmation screen (Your changes have been successfully saved). As demonstrated in the below screen, you will see the number of allocations has changed in accordance with the subscriptions you have allocated.

Set allocation for selected users		Set												
User ID														
176235	c_harrip@origo.com.au	<input checked="" type="checkbox"/>	1/3	1/1	1/1	1/1	2/2	0/2	0/2	0/2	0/2	1/1	1/1	1/1
<input type="checkbox"/>	178284	teacher1@origo.com.au	1/1	0/0	0/0	0/0	0/0	1/1	1/1	1/1	1/1	0/0	0/0	0/0
<input type="checkbox"/>	178288	teacher3@origo.com.au	1/1	0/0	0/0	0/0	0/0	1/1	1/1	1/1	1/1	0/0	0/0	0/0