

MEI Online Resources : User Management

Login

Login at <http://meiresources.org/resources/management> with the username and password provided by Central Administration. Click **Change Password** if required (you'll be asked to change your password, in any case, the first time you login).

Sales

Your school will have purchased block allocations of student and tutor accounts from MEI. To see these click **View Sales**. If there is more than one Sale you can move users from one to another by clicking **Assign Users**.

Users

To create *new* user accounts click **Add Users**, pick a Sale and click either **Add Tutors** or **Add Students**. To add student users in bulk click **Upload Students**.

To manage *existing* users click **View Users**. To change the name or email address of a user, click their Name. To manage an individual user's groups click **Groups**.

You can delete users from any of the areas above.

Groups

To access the resources for a particular Course a user must be enrolled in a Group for that course. Click **Manage Groups** to add, view and delete groups.

To change the name of an existing group click its Name. To view and manage its members click **Members**. New users can be enrolled in groups in bulk when you **Upload Students**.

Notes

1. Users are forced to change the default password the first time they login.
2. All users can edit their own names and email addresses from within the resources.
3. Tutors, though not Students, can unenrol themselves from groups.
4. No user can delete their own account or assign it to a different sale.