

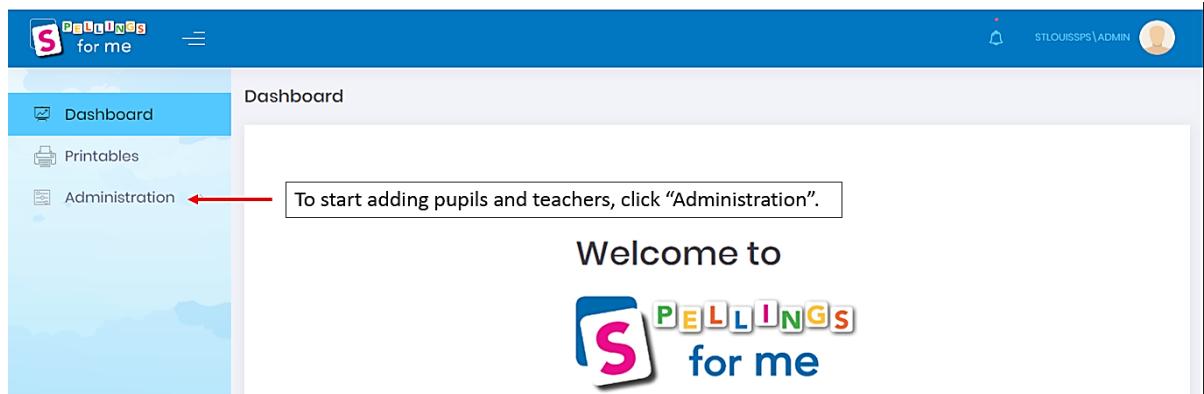
## Importing Users by Bulk (teachers and students)

There are two ways of adding users to your school profile:

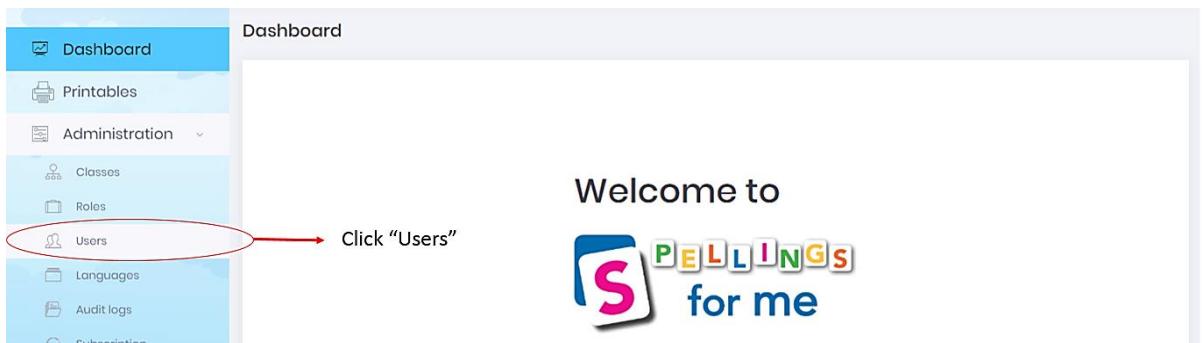
- (i) Bulk import- recommend as this is the quickest, most efficient option (see below).
- (ii) Single user (see pg. 18).

### Bulk Import

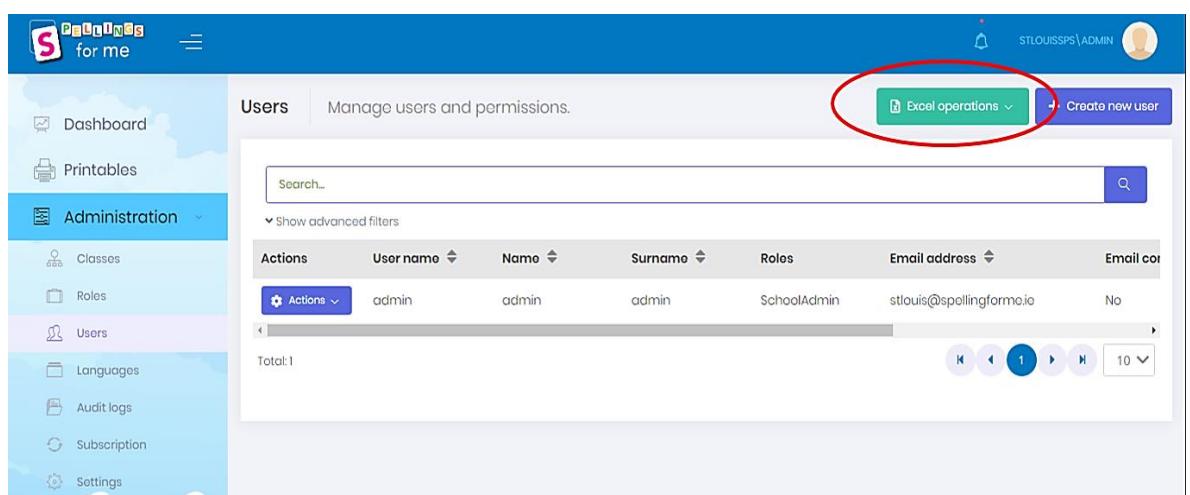
1. To begin adding pupils and teacher by bulk, click 'Administration' on the left menu bar.



2. Click "Users".



3. Click "Excel Operations"



4. Click "Click here to download sample import file". Click and open the sample import file when it is downloaded. This is an Excel document.

If you want to import from an Aladdin Excel file, see "[How to change your Aladdin Excel file, to a Spelling for Me bulk import Excel file](#)" now

5. This sample Excel document will download. Delete the sample data and input your own.

## Uploading Students

Edit this file by inputting your own school users' information (students and teachers). You should delete our sample data. You can upload your entire school on one Excel file or you can create multiple files and upload them one by one on a class by class basis.

**You should fill out Cells A, B and C (First Name, Surname and Class Name)**

	A	B	C	D	E	F	G	H
1	First Name*	Surname*	Class Name	Level	Assigned Roles	Email	UserName	Password
2	Douglas	Adams	1st class Mr. Ryan 20/21	8				
3								

### Cell C (Class Name)

Ensure the class name is written exactly the same for the relevant users. If there is an existing folder in your school account with this exact name, users will go into that folder. If there is no folder with this name, the program will create a new folder with this name. When naming the folders it is useful to name them as: Standard +Teacher Name + Academic year

### Cell D (Level)

This is optional. If you would like to skip a student on to a certain level, you can do so here. Leave this blank if you want students to begin at Level 1. Refer to pg. 49 of the teacher manual or sample words from each level.

### Cell E(Assigned Roles)

This can be left blank or you can type student if you wish. However, it is a student by default.

### Cell F (Email)

This should be left blank for students. The program will generate a fake email for them. Students do not need an email address to access the *Spelling for Me* program.

### Cell G & H (UserName & Password)

These cells should be left blank. The program will create usernames and passwords for users. Only fill this in if you want a specific username or password for that user. Usernames/passwords can be edited at any time.

## Uploading Teachers

You should fill out Cells A, B, C, E and F (First Name, Surname, Class Name, Assigned Roles and Email).

	A	B	C	D	E	F	G	H
1	First Name*	Surname*	Class Name	Level	Assigned Roles	Email	UserName	Password
2	Douglas	Adams	1st class Mr. Ryan 20/21	1	Student			
3								
4	Paul	Ryan	1st class Mr. Ryan 20/21		Teacher	paul.ryan@acme.com		
5								

### Cell C (Class Name)

Ensure that this is written exactly the same for the relevant users- students and teachers. Folders can be created for support teachers also. e.g. Support Class Ms. Quinn 2020/2021

### Cell D (Level)

Leave this blank for teachers.

### Cell E (Assigned Roles)

You must write teacher here.

### Cell F (Email)

Type each teacher's individual, valid email address. This is how we communicate individual login details. Teachers cannot share email addresses.

### Cell G & H (UserName & Password)

These cells should be left blank. The program will create usernames and passwords for users. Only fill this in if you want a specific username or password for that user. Usernames/passwords can be edited at any time.

Students and teachers can be uploaded on the same Excel file. You can upload your entire school on one Excel file or you can create multiple files and upload them one by one, on a class by class basis.

#### Note:

It is very important to NOT include special characters such as fadas or apostrophes when inputting names. The system will not recognise these characters and therefore will not create a valid username for that user. The 'Find & Replace' function in Excel is very useful for this. See pg. 11 for more instruction on this.



6. Save this file.

7. Click Excel operations then “Import from Excel”.

The screenshot shows the 'Users' management page. In the top right, there's a blue button labeled 'Excel operations' with a dropdown arrow. Below it is a red circle around a blue button labeled 'Import from excel'. A tooltip for this button says 'click here to download sample import file.' To the right of the 'Import from excel' button is another button labeled 'No file chosen' with a small file icon. The main table lists one user: 'admin' with 'User name', 'Name', 'Surname', 'Roles', 'Email address', and 'Email confirmed' all set to 'admin'. The bottom of the table shows 'Total: 1'.

8. Select your file and click “open” (alternatively you can double click).

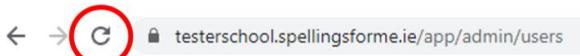
**NB: Do not do this twice as it will result in duplicated users!**

9. A message will appear saying user import process has begun. This is very brief, don't worry if you miss it, your upload is still working! The upload will begin straight away. Exactly how fast the users upload will depend on your internet speed. With normal speeds it should take approximately 1 second per user.

The screenshot shows the same 'Users' page as before. At the bottom right, there's a green rectangular notification bar with white text that says 'User import process has begun.' There's also a small checkmark icon next to the text.

To monitor the upload, you should:

- Refresh the page. The refresh button is located to the left of the address bar.



- Keep an eye on the number of users on the bottom left of the 'Users' page

The screenshot shows the 'Users' page again. A red arrow points from the text 'Total: 1' at the bottom left of the sidebar towards the bottom center of the table. Another red circle highlights the word 'Total' in the same 'Total: 1' text at the bottom center of the table. The table lists 10 users, each with columns for 'Actions', 'User name', 'Name', 'Surname', 'Roles', 'Email address', and 'Email confirmed'.

## 10. Refresh the page and check your notification bell for a message.

The screenshot shows the 'Users' management screen. On the left, there's a sidebar with 'Administration' selected, showing options like Classes, Roles, Users, Languages, Audit logs, Subscription, and Settings. The main area lists users with columns for Actions, User name, Name, Surname, and Roles. On the right, a sidebar shows '3 New notifications'. One notification is highlighted with a red box: 'User import process has been completed successfully. All users in file are imported.' with a timestamp 'an hour ago set as read'. Another notification says 'Welcome to Spellings! Notification system is used to inform you of intended events. You can see...'. A third notification is partially visible. At the bottom of the notifications sidebar, there are 'See all notifications' and 'Spelling Processes' links.

If the import has been fully successful, this message will appear:

A screenshot of a notification message. It says 'User import process has been completed successfully. All users in file are imported.' with a timestamp 'an hour ago set as read'. The entire message is highlighted with a red box.

If the import has been fully successful, this message will appear:

A screenshot of a notification message. It says 'User import process has been completed. There are some invalid data. Click to see Invalid user im...' with a timestamp 'an hour ago set as read'. The entire message is highlighted with a red box.

You should:

1. Click this notification and download the Excel file to see which users were not uploaded.
2. Edit this file. You will likely have to delete fadas and apostrophes that were accidentally left in.
3. Save this file and upload it in the same way.

Have a look to see if all your users are uploaded and in their classes.

If you are happy with this, you are finished.

Teachers will have received an email with their login details.

When they log in all the pupils will be in their class folder.

They should watch the video "*Running Spellings for Me in Your Class*".

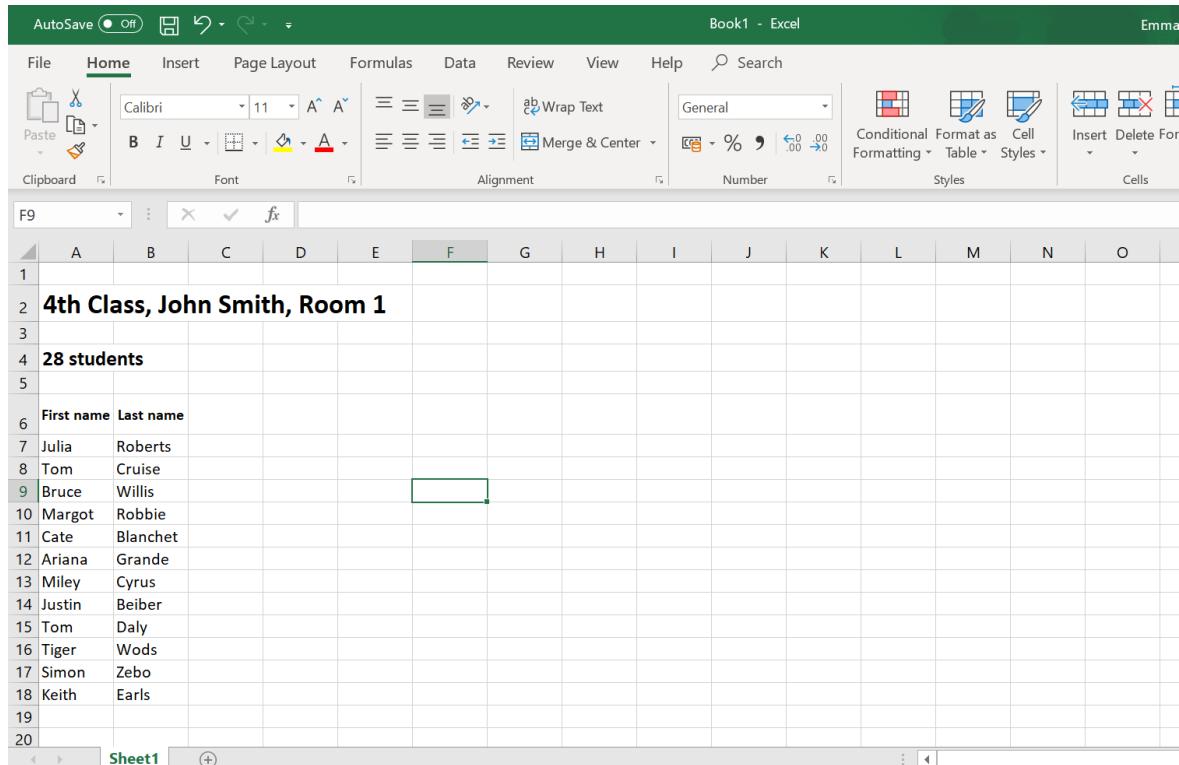
If you want to manually add/remove pupils from class folders, turn to pg. 39-40 of the teacher manual. This is useful for support teachers.

If you are having difficulty, please don't hesitate to contact the support team in *Spellings for Me* at [info@spellingsforme.ie](mailto:info@spellingsforme.ie). We can assist you or bulk upload for you if you like.

# How to change your Aladdin Excel File, to a Spellings for Me Bulk Import Excel File

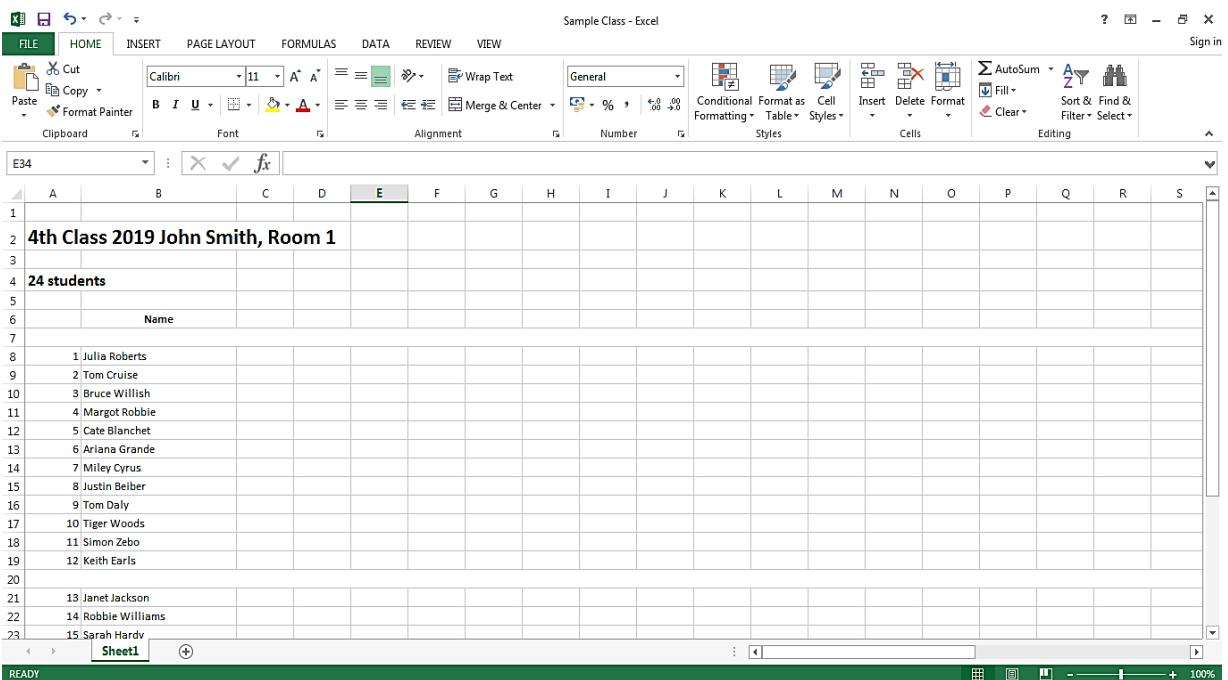
The main aim is to get children's first names in separate columns to their surnames.

If your Excel file has them in separate columns, and looks something like this, follow **Method 1.**



A screenshot of Microsoft Excel showing a list of student names in separate columns. The spreadsheet has rows numbered 1 to 20 and columns labeled A through O. Row 1 contains column headers "First name" and "Last name". Rows 2 through 6 contain the text "4th Class, John Smith, Room 1", "28 students", and "First name Last name" respectively. Rows 7 through 20 list student names in two columns: First name (Julia, Tom, Bruce, Margot, Cate, Ariana, Miley, Justin, Tom, Tiger, Simon, Keith) and Last name (Roberts, Cruise, Willis, Robbie, Blanchet, Grande, Cyrus, Bieber, Daly, Woods, Zebo, Earls). The "Home" tab is selected in the ribbon.

If your Excel file has the first names and surnames in one cell. Follow **Method 2.**



A screenshot of Microsoft Excel showing a list of student names in a single column. The spreadsheet has rows numbered 1 to 23 and columns labeled A through S. Row 1 contains the text "4th Class 2019 John Smith, Room 1". Row 2 contains "24 students". Row 6 contains the header "Name". Rows 8 through 23 list student names in a single column: 1 Julia Roberts, 2 Tom Cruise, 3 Bruce Willish, 4 Margot Robbie, 5 Cate Blanchet, 6 Ariana Grande, 7 Miley Cyrus, 8 Justin Bieber, 9 Tom Daly, 10 Tiger Woods, 11 Simon Zebo, 12 Keith Earls, 13 Janet Jackson, 14 Robbie Williams, and 15 Sarah Hardy. The "Home" tab is selected in the ribbon.

# Method 1

1. Hold the cursor over the cell with their first names and right click and select 'copy'. In this case it is Cell A.

	A	B	C	D	E	F	G	H	I	J	K	L
1	A	B	C	D	E	F	G	H	I	J	K	L
2	4th Class, John Smith, Room 1											
3	28 students											
4												
5												
6	First name	Last name										
7	Julia	Roberts										
8	Tom	Cruise										
9	Bruce	Willis										
10	Margot	Robbie										
11	Cate	Blanchet										
12	Ariana	Grande										
13	Miley	Cyrus										
14	Justin	Beiber										
15	Tom	Daly										
16	Tiger	Wods										
17	Simon	Zebo										
18	Keith	Earls										
19												
20												

2. Go to the sample Excel file you downloaded from *Spellings for Me*. Delete the sample data. Make sure you leave the headings in Line 1.

A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	First Name*	Surname*	Class Name	Level	Assigned Roles	Email	UserName	Password					
2	Paul	Ryan	1st class Mr. Ryan	20/21	Teacher	paul.ryan@acme.com							
3	Douglas	Adams	1st class Mr. Ryan	20/21	1 Student								
4													
5													
6													
7													
8													
9													
10													
11													
12													
13													
14													
15													
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25													
26													
27													

### 3 On the import file, right click on Cell A, and click paste.

**Import New Users**

To avoid duplication, only add new students and teachers who are not already registered in your school.

**Note:** Remember to **delete special characters** (apostrophes and fadas) from names

Field instructions
<b>First Name:</b> Required. Exclude special characters
<b>Surname:</b> Required. Exclude special characters
<b>Class Name:</b> Optional. Class will be created if needed
<b>Level:</b> Optional. If student is skipping levels, enter a number between 1 - 40 Refer to teacher manual for words from each level
<b>Assigned Roles:</b> Optional for students. Required for teachers
<b>Email:</b> Option for students. Required for Teachers.
<b>UserName:</b> Optional
<b>Password:</b> Optional

**Import New Users**

To avoid duplication, only add new students and teachers who are not already registered in your school.

**Note:** Remember to **delete special characters** (apostrophes and fadas) from names

Field instructions
<b>First Name:</b> Required. Exclude special characters
<b>Surname:</b> Required. Exclude special characters
<b>Class Name:</b> Optional. Class will be created if needed
<b>Level:</b> Optional. If student is skipping levels, enter a number between 1 - 40 Refer to teacher manual for words from each level
<b>Assigned Roles:</b> Optional for students. Required for teachers
<b>Email:</b> Option for students. Required for Teachers.
<b>UserName:</b> Optional
<b>Password:</b> Optional

4. Go back to your Aladdin file, hold the cursor over the cell with their surnames and right click and select 'copy'.

	A	B	C	D	E	F	G	H	I	J	K	L	M
1		4th class,											
2													
3													
4													
5													
6	First name	Last name											
7	Julia	Robert											
8	Tom	Cruise											
9	Bruce	Willis											
10	Margot	Robbie											
11	Cate	Blanchett											
12	Ariana	Grande											
13	Miley	Cyrus											
14	Justin	Beiber											
15	Tom	Daly											
16	Tiger	Woods											
17	Simon	Zebo											
18	Keith	Earls											

5. Go back to your Excel document and do the same for the surnames (Cell B). Copy and paste into the *Spellings for Me* import file.

	A	B	C	D	E	F	G	H	I
1		Surname*							
2		4th class, Jo							
3									
4		28 students							
5									
6	First name								
7	Julia								
8	Tom								
9	Bruce								
10	Margot								
11	Cate								
12	Ariana								
13	Miley								
14	Justin								
15	Tom								
16	Tiger								
17	Simon								
18	Keith								
19									
20									
21									
22									
23									

	B	C	D	E	F	G	H	I
1		Class Name	Level	Assigned Roles	Email	UserName	Password	
2		4th class, John Smith, Room 1						
3		28 students						
4		First name	Last name					
5		Julia	Roberts					
6		Tom	Cruise					
7		Bruce	Willis					
8		Margot	Robbie					
9		Cate	Blanchet					
10		Ariana	Grande					
11		Miley	Cyrus					
12		Justin	Beiber					
13		Tom	Daly					
14		Tiger	Woods					
15		Simon	Zebo					
16		Keith	Earls					
17								
18								
19								
20								
21								
22								
23								
24								
25								

6. It is now advised to tidy up this Excel file. Delete all blank cells that are not needed.

	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R
1	Class Name	Level	Assigned Roles	Email		UserName	Password										
2	4th class, John Smith, Room 1																
3	28 students																
4	First name	Last name															
5	Julia	Roberts															
6	Tom	Cruise															
7	Bruce	Willis															
8	Margot	Robbie															
9	Cate	Blanchet															
10	Ariana	Grande															
11	Miley	Cyrus															
12	Justin	Beiber															
13	Tom	Daly															
14	Tiger	Woods															
15	Simon	Zebo															
16	Keith	Earls															
17																	
18																	
19																	
20																	
21																	
22																	
23																	
24																	
25																	

7. Fadas and apostrophes are examples of special characters. Special characters that are not compatible with Microsoft Excel. You should use the “Find and Replace” option.

Find á replace with a

Find é replace with e

Find í replace with i

Find ó replace with o

Find ú replace with u

Find o' replace with o

(to get fadas, hold AltGR and the vowel)

Other examples ü, ž, Ł, á, š, ó, etc. Simply replace them in the same fashion

The screenshot shows an Excel spreadsheet titled "Import New Users" with columns for Class Name, Level, Assigned Roles, Email, Username, and Password. A "Find and Replace" dialog box is overlaid on the spreadsheet. The "Find what:" field contains "o" and the "Replace with:" field also contains "o". The "Replace" button in the dialog box is highlighted with a red box and labeled "3.". The "Replace All" button in the dialog box is also highlighted with a red box and labeled "4.". To the right of the spreadsheet, a context menu is open, with the "Replace..." option highlighted with a red box and labeled "2.". The context menu also includes options like "Find & Select", "Find", and "Find & Replace".

8. The file is now compatible with *Spellings for Me*. The programme will generate everything else for you if you leave them blank (usernames, fake email addresses and random passwords etc.). If you want a specific username/password/email address etc., you should enter it now in the Excel sheet. Blank “Assigned role names” are automatically deemed as students. It is recommended to import teachers separately with an Excel document **using real emails** and changing the ‘assigned role name’ to ‘teacher’. You could also give them all the same password and they could change it later, but it is not required.

9. Go back to **Importing Users** Step 6.

## Method 2

1. Hold the arrow over the cell with the first names and surnames. In this case, it is Cell B. All Cell B will be highlighted.

A	B	C	D	E	F	G	H
1	4th class, John Smith, Room 1						
2	28 students						
3							
4							
5							
6							
7	1 Julia Roberts						
8	2 Tom Cruise						
9	3 Bruce Willis						
10	4 Margot Robbie						
11	5 Cate Blanchett						
12	6 Ariana Grande						
13	7 Miley Cyrus						
14	8 Justin Bieber						
15	9 Tom Daly						
16	10 Tiger Woods						
17	11 Simon Zebo						
18	12 Keith Earls						
19							
20							

2. Holding the mouse over Cell B, right click and select "copy". You should see a moving highlighted box.

A	B	C	D	E	F	G	H	I	J	K	L
1	4th class, John Smith, Room 1										
2	28 students										
3											
4											
5											
6											
7	1 Julia Roberts										
8	2 Tom Cruise										
9	3 Bruce Willis										
10	4 Margot Robbie										
11	5 Cate Blanchett										
12	6 Ariana Grande										
13	7 Miley Cyrus										
14	8 Justin Bieber										
15	9 Tom Daly										
16	10 Tiger Woods										
17	11 Simon Zebo										
18	12 Keith Earls										
19											
20											
21											
22											
23											

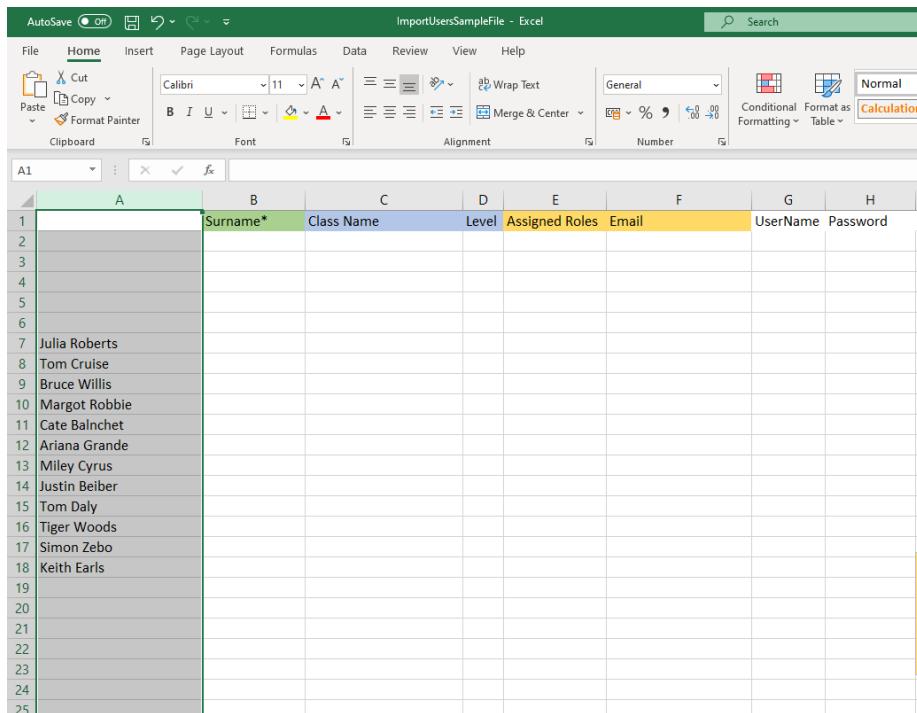
3. Go to the sample Excel file you downloaded from *Spellings for Me*. Delete the sample data. Make sure you do not type in Line 1 where the headings are.

The screenshot shows a Microsoft Excel spreadsheet titled "Import New Users". The data is organized into columns: First Name\*, Surname\*, Class Name, Level, Assigned Roles, Email, UserName, and Password. Row 1 contains the column headers. Row 2 has data for "Paul" and "Ryan". Row 3 has data for "Douglas" and "Adams". The "Assigned Roles" column for both rows contains the URL "paul.ryan@acme.com". The "Email" column for both rows contains the same URL. The "UserName" and "Password" columns are empty. On the right side of the screen, there is a sidebar with instructions for importing new users, including fields for First Name, Surname, Class Name, Level, Assigned Roles, Email, UserName, and Password. The "Assigned Roles" field notes that it is optional for students and required for teachers. The "Email" field notes that it is optional for students and required for teachers. The "UserName" field is marked as optional. The "Password" field is also marked as optional. A context menu is open over cell A1, with the "Delete Cells..." option highlighted by a red box.

4. Right click on Cell A, and click paste. The heading may delete but this is fine. Leave them blank.

The screenshot shows the "ImportUsersSampleFile - Excel" spreadsheet. The data structure is identical to the previous screenshot. A context menu is open over cell A1, specifically over the header "First Name\*". The "Paste Options:" dropdown is open, showing options like "Paste Special...", "Insert Copied Cells", "Delete", "Clear Contents", "Format Cells...", "Column Width...", "Hide", and "Unhide". The "Paste Special..." option is currently selected. The rest of the spreadsheet is empty below the header row.

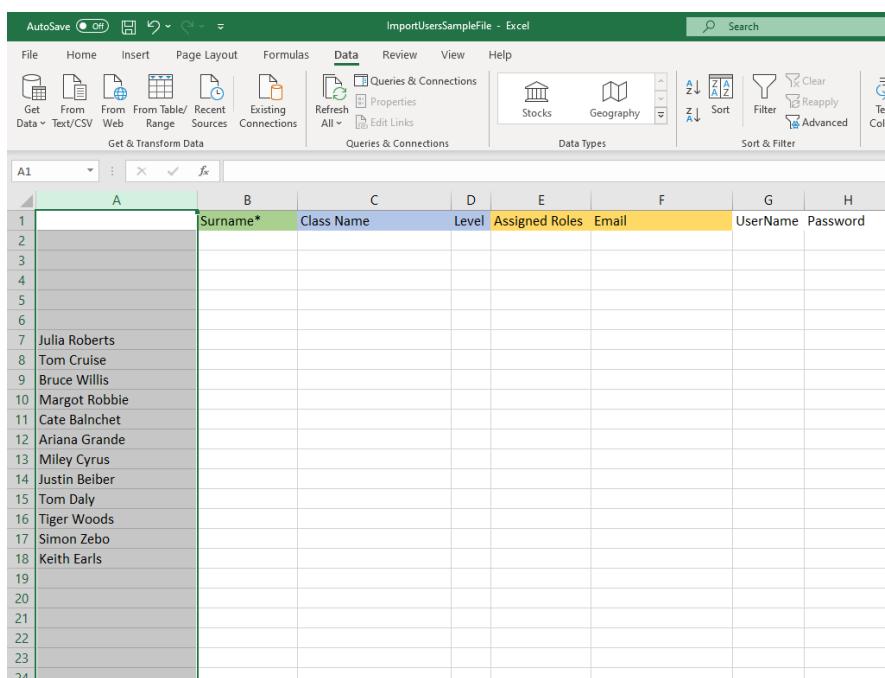
## 5. It should look like this:



A	B	C	D	E	F	G	H
1	Surname*	Class Name	Level	Assigned Roles	Email	UserName	Password
2							
3							
4							
5							
6							
7	Julia Roberts						
8	Tom Cruise						
9	Bruce Willis						
10	Margot Robbie						
11	Cate Blanchett						
12	Ariana Grande						
13	Miley Cyrus						
14	Justin Bieber						
15	Tom Daly						
16	Tiger Woods						
17	Simon Zebo						
18	Keith Earls						
19							
20							
21							
22							
23							
24							
25							

## 6. We now need to split the forenames and surnames.

### (i) Click A to highlight



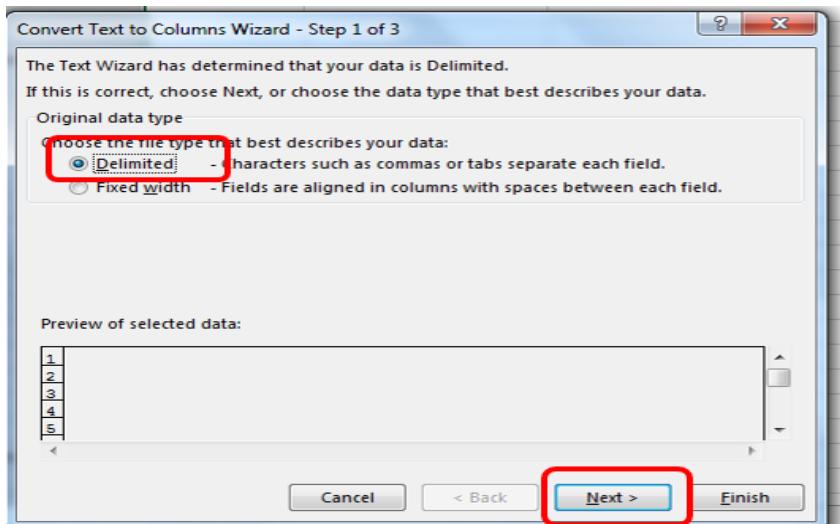
A	B	C	D	E	F	G	H
1	Surname*	Class Name	Level	Assigned Roles	Email	UserName	Password
2							
3							
4							
5							
6							
7	Julia Roberts						
8	Tom Cruise						
9	Bruce Willis						
10	Margot Robbie						
11	Cate Blanchett						
12	Ariana Grande						
13	Miley Cyrus						
14	Justin Bieber						
15	Tom Daly						
16	Tiger Woods						
17	Simon Zebo						
18	Keith Earls						
19							
20							
21							
22							
23							
24							

(ii) Click Data.

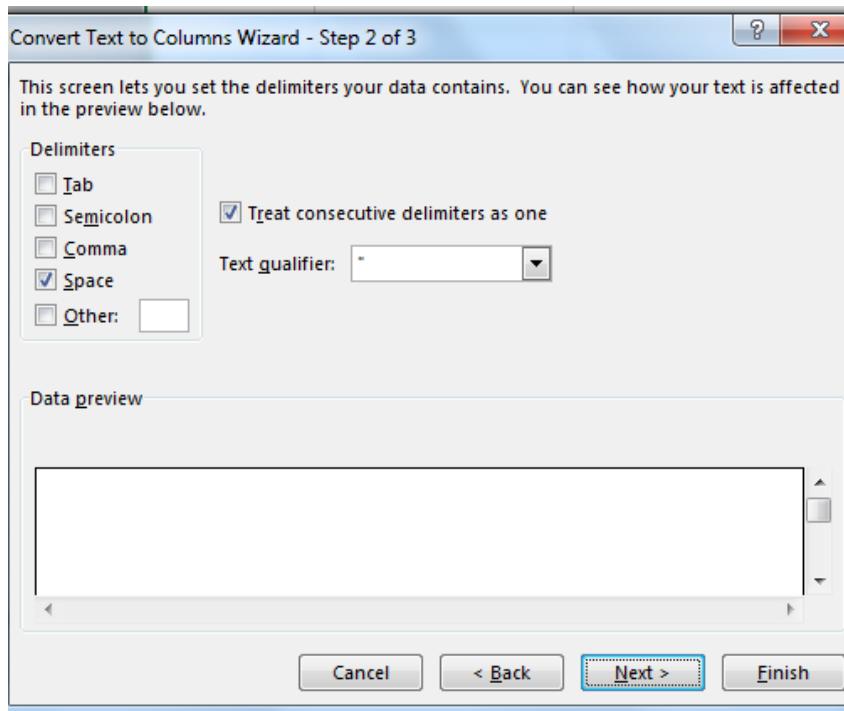
(iii) Click Text to Columns.

The screenshot shows an Excel spreadsheet titled "ImportUsersSampleFile - Excel". The "Data" tab is active in the ribbon. In the bottom right corner, there is a callout box with the title "Import New Student". It contains two sections: "Required:" with fields for "First Name" and "Surname", and "Teacher Instructor" with fields for "First name", "Surname", "Email", and "AssignedRole". The main spreadsheet area has columns labeled A through K. Column A is empty. Columns B through F contain data: B is "Surname\*", C is "Class Name", D is "Level", E is "Assigned Roles", and F is "Email". Columns G through K are empty and labeled "UserName", "Password", and "Import New". A note on the right side of the spreadsheet says: "To avoid duplication, only add teachers who are not already school." and "Note: Remember to delete sp (apostrophes and fadas) from".

(iv) Select “Delimited” and click next.



(v) Tick “space” and untick “tab” before clicking next.



(vi) Click ‘Finish’

(vii) Click ‘Ok’.

(viii) You may see a message “*There is already data here. Do you want to replace it?*”? Click ‘Yes’.

7. It is now advised to tidy up this Excel file. Delete all blank upper that are not needed. Remember to leave Line 1 blank.

The screenshot shows an Excel spreadsheet titled 'ImportUsersSampleFile - Excel'. The spreadsheet has columns A through O and rows 1 through 21. Rows 1 through 6 are empty. Rows 7 through 21 contain data with columns B, C, D, E, F, G, H, I, J, K, L, M, N, O. A red box highlights the 'Delete' button in the ribbon. A callout box labeled 'Import New Users' provides instructions: 'To avoid duplication, only add new students and teachers who are not already registered in your school.' and 'Note: Remember to delete special characters (apostrophes and fadas) from names'. Another callout box labeled 'Import New Student instructions' says 'Required:' and lists 'First Name' and 'Surname'. A third callout box labeled 'Teacher Instructions' also says 'Required:' and lists 'First name' and 'Surname'. On the right side, there are input fields for 'First Name', 'Surname', 'Class Name', 'Level', 'sample', 'Assigned Roles', and 'Email'.

8. Fadas and apostrophes are examples of special characters. Special characters that are not compatible with Microsoft Excel. You should use the “Find and Replace” option.

Find á replace with a  
 Find é replace with e  
 Find í replace with i  
 Find ó replace with o  
 Find ú replace with u  
 Find o' replace with o

To get fadas, hold AltGR and the vowel.

Other examples ü, ž, ţ, á, š, ó, etc. Simply replace them in the same fashion.

The screenshot shows a Microsoft Excel spreadsheet titled "Import New Users". The table contains student information with columns for Class Name, Level, Assigned Roles, Email, Username, and Password. A "Find and Replace" dialog box is open at the bottom left, with the "Replace" tab selected. The "Find what" field contains "o" and the "Replace with" field also contains "o". The "Replace All" button is highlighted with a red box labeled "4.". A context menu is open on the right side of the screen, with the "Replace..." option highlighted with a red box labeled "2.". The context menu also includes options like "Go To...", "Select Objects", and "Selection Pane...".

9. The file is now compatible with *Spellings for Me*. The programme will generate everything else for you if you leave them blank (usernames, fake email addresses and random passwords etc.) If you want a specific username/password/email address etc you should enter it now in the Excel sheet. Blank “Assigned role names” are automatically deemed as students. It is recommended to import teachers separately with an Excel document **using real emails** and changing the ‘assigned role name’ to “teacher”. You could also give them all the same password and they could change it later, but it is not required.

10. Go back to **Importing Users** step 6.

## Creating Single Users (students and teachers)

1. In the admin profile or the teacher profile, click:

Administration → Users → Create new user

The screenshot shows the 'Users' management screen. On the left, there's a sidebar with links like 'Dashboard', 'Printables', 'Administration' (which is highlighted with a red circle and labeled '1'), 'Classes', 'Policies', 'Users' (which is highlighted with a red circle and labeled '2'), 'Languages', 'Audit logs', 'Subscription', and 'Settings'. At the top right, it says 'STLOUISSPS\ADMIN' and shows a user profile icon. Below the sidebar is a search bar and a table listing users. The table has columns for Actions, User name, Name, Surname, Roles, Email address, and Email c. The first user listed is 'admin' (User name: admin, Name: admin, Surname: admin, Roles: SchoolAdmin, Email address: stlouis@spellingforme.io). Other users listed include Ariana Grande, Avril Lavigne, Beyoncé Knowles, Brian O'Driscoll, and Bruce Willish.

2. Fill out the information. Remember, if you are creating a teacher profile, use their real email address. If you are creating a student profile, a fake email address is fine. You cannot use the same email address, real or fake, for multiple users.

The form consists of two tabs: 'User information' and 'Roles' (which is selected) and 'Classes'.  
Fields in 'User information':

- Name \*: John
- Surname \*: O'Mahony
- Email address \*: johnfakeemail@spellingsforme.io
- Phone number: (Blank)
- User name \*: johomah11
- Level: 0
- Checkboxes:
  - Set random password.
  - Should change password on next login.
  - Send activation email.
  - Active
  - Lockout enabled

# Having Multiple Roles

If you want to be the administrator and a teacher too this is possible.

1. Click on 'Administration'.
2. Click 'Users'.
3. Search for your own name yourself (by your first name, surname or username).
4. Click 'Actions'.
5. Click 'Edit'.
6. Click 'Role' on the top tab.
7. Tick 'Teacher' or 'Admin', whichever is required.
8. You will be required to input your password. Go back to the 'User Information' tab and write your password in twice.
9. Click 'Save'.

Actions	User name	Name	Surname	Roles	Email address
Actions	admin	admin	admin	SchoolAdmin, Teacher	p.grace@bishopgalvin.ie
Actions	aiskol41	Aishling	Kelly	Teacher	a.kelly@bishopgalvin.ie
Actions	aisdar28	Aisling	Darcy	Teacher	a.darcy@bishopgalvin.ie

6.

7.

8.

# How to Log In

## **Step 1**

Go to [www.spellingsforme.ie](http://www.spellingsforme.ie)

## **Step 2:**

Click 'Log In'.



## **Step 3:**

Click 'Change' if your current school does not appear. You will then be prompted to enter your School Personal URL.

Current school: Not selected  
(Change)

You must enter your school personal URL.  
You can find this on your **login card** (for students)  
or email (for teachers). For example, if your URL is  
<https://stlouissps.spellingsforme.ie> then enter  
**stlouissps** as your current school above.

Log in

User name or email \*

Password \*

Remember me      [Forgot password?](#)

Log in

Change school

School personal URL

Leave empty to switch to the host

Cancel Save

## **Step 4:**

Log in with the login details you received via email. Remember to check your spam/junk folder if it is not in your message inbox.