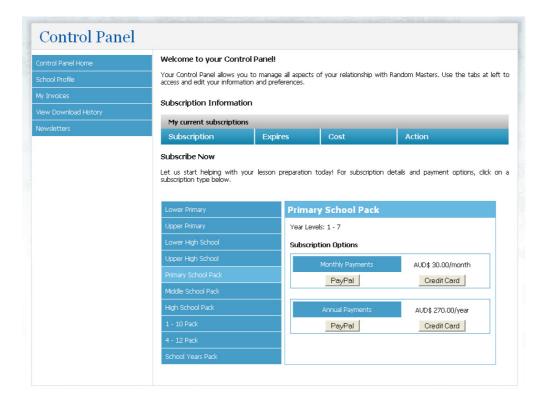
School Subscriptions

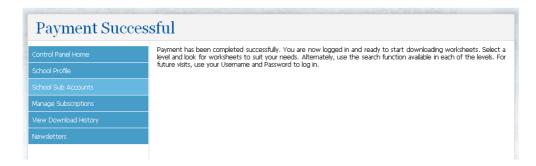
To subscribe as a school, first register, ticking the "School" membership type on the registration screen, and filling in the relevant details.



Once you've registered, you'll be logged in automatically. To purchase a subscription, go to the Control Panel via the link at the top right of your screen. For details and prices for each of the subscriptions, click on the subscription name. Payments can be made via Credit Card or PayPal. If your school prefers to use a purchase order, this can be downloaded from the "Information for Schools section of the site".



Once payment has been completed successfully, you are ready to use the Random Masters site.



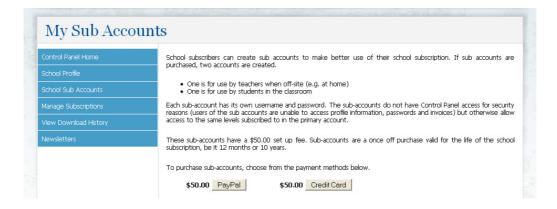
Sub-Accounts

In your Control Panel, you'll now see an additional option, "School Sub Accounts" on the left hand side of your screen. Schools have the option of adding sub-accounts to their subscription. Two sub-accounts can be created, providing access for:

- Staff at Home
- Students in Class

Sub accounts provide access to the same levels as the school subscription, but do not have control panel access for security reasons (users of the sbu-accounts are unable to access profile information, passwords and invoices).

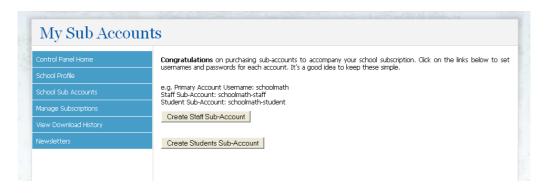
To purchase sub-accounts, click on the School Sub-Accounts tab and follow the prompts. The sub-accounts are valid for the life of the school subscription (i.e. it is not an annual fee).



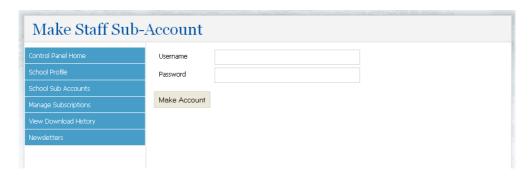
Once your school has purchased the sub-accounts, you'll need to follow the process below to set up the accounts.

Setting up your Sub-Accounts

1. Login, and go to your Control Panel. Click on the "School Sub-Accounts" Tab. You need to create a username and password for each of the accounts. First, click on "Create Staff Sub-Account".



2. You will be taken to the page shown below. Specify the username and password for the Staff Sub-Account. Click on "Make Account".



3. You'll be returned to the my Sub-Accounts Screen. Repeat steps 1 and 2 to set up the Student Sub-Account.



4. Your staff and student sub-accounts are now set up. Distribute the usernames and passwords to your teachers, who can use these details to login.

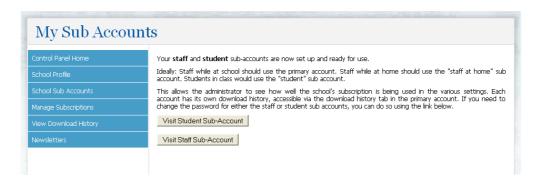
Ideally:

- If preparing from home, teachers should login via the staff sub-account.
- If allowing students to access the program at school (e.g. to use interactive worksheets or to have students create their own worksheets), teachers should have students login in via the student sub-account.

The primary (original) account has access to profile information, invoices, and passwords. This account should be used by the account administrator (usually the head of department) and by staff whilst at school.

Changing Passwords

If you need to change the password for the sub-accounts, login via the primary account, go to the Control Panel, School Sub Accounts, and visit the accounts. Note that the usernames, once set, cannot be changed.



Monitoring Account Use

To view download history for the accounts, login via the primary account, go your Control Panel, and click on View Download History. Select the Account Type (Primary Account, Staff Sub-Account or Student Sub-Account) and click on View History. You can either view the entire history to date or the history within a specific date range.

