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**[princi\_elem] Process for Student Teacher account setup**

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Hello,

We've had a fairly regular stream of requests to provide student teachers access to third-party applications. Mui Meng Chan has put together the attached 1-page reference guide that lays out the process needed to make sure their accounts are set up in a way that best positions them to have that access.

Note 1: There are several departments and people involved, including your own school staff, and none of it is automated. So it will take a little time.

Note 2: Keep in mind some vendors allow multiple teachers per class (which is great) while others allow only one (which is unfortunate), so your mileage may vary regarding whether these steps will be fully sufficient. But the process will allow student teacher accounts to work in many of the applications once completed.

Note 3: In the attached document when you see the pronoun "I" it is referring specifically to Mui Meng.

Thanks.

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**Student Teachers.pdf**

434 KB

