

## Registering New Teachers at Onyxon.ca

1. Log in to the onyxon.ca portal.
2. Click the “Manage Teacher Accounts” button.



*The Teacher Management page appears.*

3. Click the “Create New Teacher” button near the top of page.



*The **Create New teacher Account** panel appears. This panel has fields for the email address, password, first name, last name, buttons to select English (selected by default) or French and the name of the school board.*

Create New Teacher Account ×

Email Address	Password
<input type="text" value="Email"/>	<input type="text" value="superPail93"/>
First Name	Last Name
<input type="text" value="First name"/>	<input type="text" value="Last name"/>
Language	School Board
<input checked="" type="radio"/> EN <input type="radio"/> FR	<input type="text" value="Algoma District School Board"/>

4. Complete the form for this new teacher.

- Enter the teacher's email address in the "Email Address" textbox.

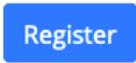
- The "Password" textbox is created randomly. Check that the password is appropriate. If not, click the "Generate Password" button.  .

- Enter the teacher's first and last names in name textboxes.

- If registering a French teacher, click the FR button.  . This changes the Onyx user interface to French for that teacher.

- The name of your school board will appear automatically in the "School Board" setting.

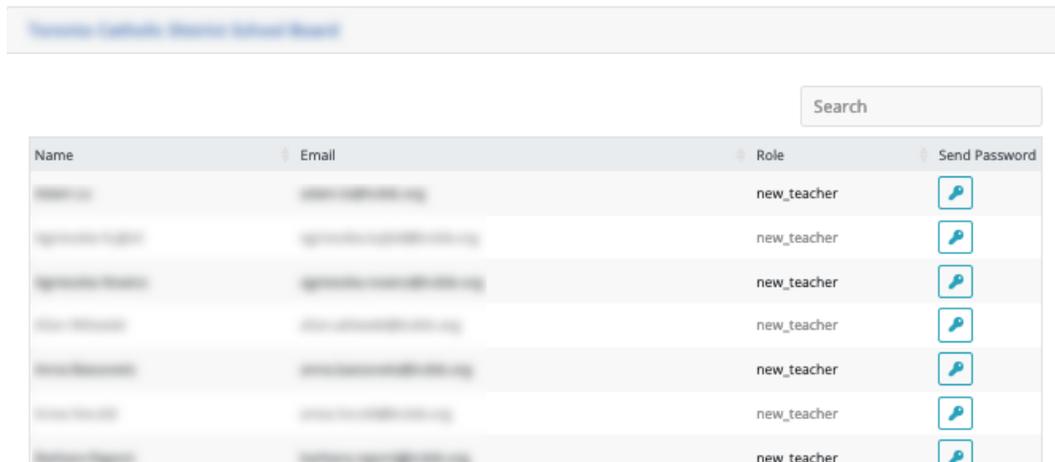
5. Click the "Register" button.



The teacher has been registered on the site and an email was sent with his/her log-in credentials. To register more teachers, repeat Step 3 -5.

### Teacher Management Page

After registering teachers, they will be added to a table on the Teacher Management page. This table will show their names, email addresses, and their role on the site. There is also button on the right side to send the password to a teacher. You only need to click this button if need to re-send a password; the password was sent to the teacher when you registered them.



Name	Email	Role	Send Password
[blurred]	[blurred]	new_teacher	
[blurred]	[blurred]	new_teacher	
[blurred]	[blurred]	new_teacher	
[blurred]	[blurred]	new_teacher	
[blurred]	[blurred]	new_teacher	
[blurred]	[blurred]	new_teacher	
[blurred]	[blurred]	new_teacher	