

## **LOGINS/LINKS V2**

Here, you will learn to view or create quick logins and links.

- 1. Start by navigating to **My Creations** in the left navigation menu.
- 2. Select My Logins/Links.



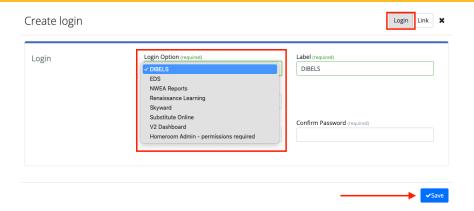
- 3. If you are new, select 'Click here to create your first' or use the Action Gear at the top right and select 'Create New Login/Link'.
- 4. You will see a popover window with two tabs across the top.



## **Create Login:**

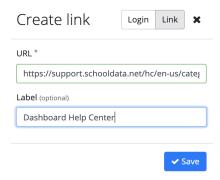
- 1. Select the **Login tab.**
- 2. Choose from the dropdown menu of approved **Logins**. The available logins are those approved by your District; if you are not given options, this functionality is not yet available. Please add a link instead, or email <a href="mailto:support@schooldata.net">support@schooldata.net</a> and request a Login be set up for your district.
- 3. A Label, Username, and Password will fill in automatically.
- 4. Edit the Label to something memorable, Confirm the Password, and click Save.





## **Create Link:**

- 1. Select the Link tab.
- 2. Copy and paste the website URL.
- 3. Provide a display label for the link and click Save.



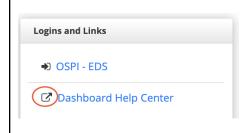
## Manage Logins/Links

Your login link will now appear in the **My Logins/Links** section of your dashboard. To edit or delete a login/link, locate the desired item, click the **Action Gear** next to it, and choose one of the following.

- Note: If you change any details in Login, you must re-enter your password to save the changes.
- Delete







- Notice the icon that prefaces the label.
- This Link icon will help you differentiate between a login and a Link in your Logins and Links container.