## Instructions for creating an administrator account in Online COR

- 1. Log in as a district administrator.
- 2. In the **Organization** list on the left, choose the district name.
- 3. Click the **Manage** tab.
- 4. Click Manage Users

	COR	The world's most respected child assessment tool.
2	South Irvine P-K Center	Summary Manage Add Site Edit Reports
		Select an item below to manage.
		4 Click manage users to add, remove and assign users.
		<ul> <li>© Click application options to alter the behavior of the software.</li> <li>© User defined fields allow you to gather additional information that is not predefined by the software.</li> </ul>
		Application lists allow you to customize lists used in various locations.

## 5. Click Add

Curi	ent Users		
	First Name	Last Name 🔺	Access
	25142	25142	
	Cynthia	Hensley	
	Patti	Naber	
	Lisa	Reece	
	Graceland	Williams	Administrator
14	4 Page 1 of 1 ▶	NIO	Displaying records 1 - 5 of

6. The information you will need is below.

First Name:	· Patti	
Last Name:	Singleton	
E-mail:	keds-tech@lsv.uky.edu	
Acount Information		(
User ID:	keds_districtname	
Password:	e	
Confirm Password:	٩	
PIN:		
Confirm PIN:		
Status:	Read Only 🔲 Suspended	

Passwords – you may generate your own password, after the account has been created we will change.

Click save. Online COR will email KEDS to notify that an account has been created.

Please email <u>keds-tech@lsv.uky.edu</u> with any questions you may have.