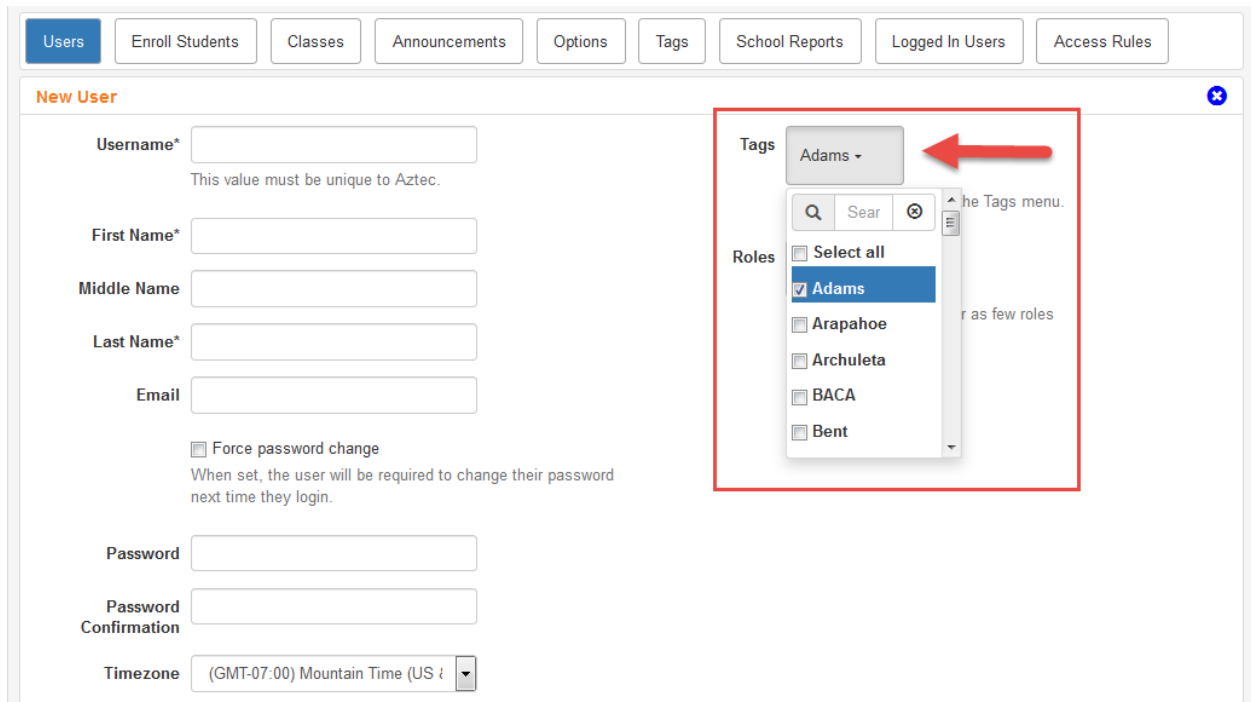


CDHS/CW - Best Practices for Admins/Teachers

1. **CDHS Employment First is your organization's account name.** As an Admin, any changes that you make to the account will affect the website for the entire organization. This means:
 - a. Throughout the state, many county sites will be utilizing this website. You will NOT see your individual site name on the Admin Dashboard.
 - b. **Users** - Users from other sites will be visible on your account. You should NOT delete them or edit them in any way.
 - c. **Tags** - Tags have already been created and defined as counties. You should NOT delete or edit any tags in the Learning System.
 - d. **Options** - Options have been pre-selected and any changes will affect the other counties around the state. You should NOT change any of the settings in the Options area.
 - e. **Classes** - You should NOT delete or create new classes. You can enroll/un-enroll your students into classes.

2. **Your organization will be using the TAGS feature.**
 - a. When creating a student, be sure to add the appropriate tag based on your site location. Tags can only be attached to student users.
 - b. This step will be integral for collecting data for your organization.



The screenshot shows the 'New User' form in the Aztec software interface. The form includes the following fields and options:


- Username***: A text input field with a note: "This value must be unique to Aztec."
- First Name***: A text input field.
- Middle Name**: A text input field.
- Last Name***: A text input field.
- Email**: A text input field.
- Force password change**: A checkbox with a note: "When set, the user will be required to change their password next time they login."
- Password**: A text input field.
- Password Confirmation**: A text input field.
- Timezone**: A dropdown menu currently set to "(GMT-07:00) Mountain Time (US & Canada)".

A red box highlights the 'Tags' dropdown menu, which is currently set to 'Adams'. A red arrow points to the 'Adams' tag in the dropdown list. The dropdown menu also shows a search bar and a list of roles: 'Select all', 'Adams', 'Arapahoe', 'Archuleta', 'BACA', and 'Bent'.

3. When creating users for other staff at your site:

- a. **Roles** - Select the **Teacher, Registrar, Report Viewer,** and **Essay Grader** roles.
- b. There will only be 1-2 Admins at every county site.
- c. Admins will need to assign the Teacher to a Class to view student data.

4. You should not combine the Student role with any other role.

- a. If an Admin/Teacher would like to view student content, you can create an alternate student username for yourself and select the Student role.
- b. As a reminder, be sure to enroll the student into the desired class(es) after you create them in the Learning System.
- c. You can also masquerade as another student already in the Learning System at any time by clicking on  button next to their username.

* For support requests, Teachers should first submit their requests to their Admins at the county level. Admins should submit their requests to the state level via **Jon Gallegos**.

*If needing to contact Aztec Software directly, please reference that you are part of **CDHS Employment First** (not your county name).

Aztec Software Contact Information:

Email - support@aztecsoftware.com

Chat - <http://aztecsoftware.com> (available M-F, 9-5pm EST)

Phone - (800) 273-0033

- **Press 2 Client Relations**
- **Press 3 Tech Support**

Aztec Documentation

You can access and download any of our full administrative guides and handouts at the following website:

<http://www.aztecsoftware.com/docsv8/>

Password: **v8docs**