

How to Set Up Your ETM APP School Administrator Account

School Administrator: This is the main account holder of the subscription account and is in charge of setting up the account for all users/teachers. **This has to be done before you can use the APP.**

1. Check your email to locate your Login and Password. Then go to www.educationalclassroomsystems.com or www.app.educationalclassroomsystems.com/login Bookmark the sites for easier access.



2. In the upper right hand corner, find the green tab marked “**Login to ETM APP**”. Put in your login and password above and click the green tab. Your password can be changed later. (See last page)



Click on “**New User**” and fill out the form.

New User Form:

The screenshot shows the 'New User' form in the Educational Classroom Systems (FTM Machine) interface. The form is a modal window with the following fields:

- User Type: Teacher (dropdown)
- Student Limit: 5 (text input)
- First Name: Jane (text input)
- Middle Name: (text input)
- Last Name: Smith (text input)
- Email Address: jane@newschool.usa (text input)
- Time Zone: (GMT-05:00) Eastern Time (US & Canada) (dropdown)
- Password: (password input)
- Password Confirmation: (password input)

Buttons: Cancel, Save

3. The email address will be used for login on the APP. The password can be changed by the user later. Use a temporary Password like: *(first name)1234*.
4. Hit **“Save”**.

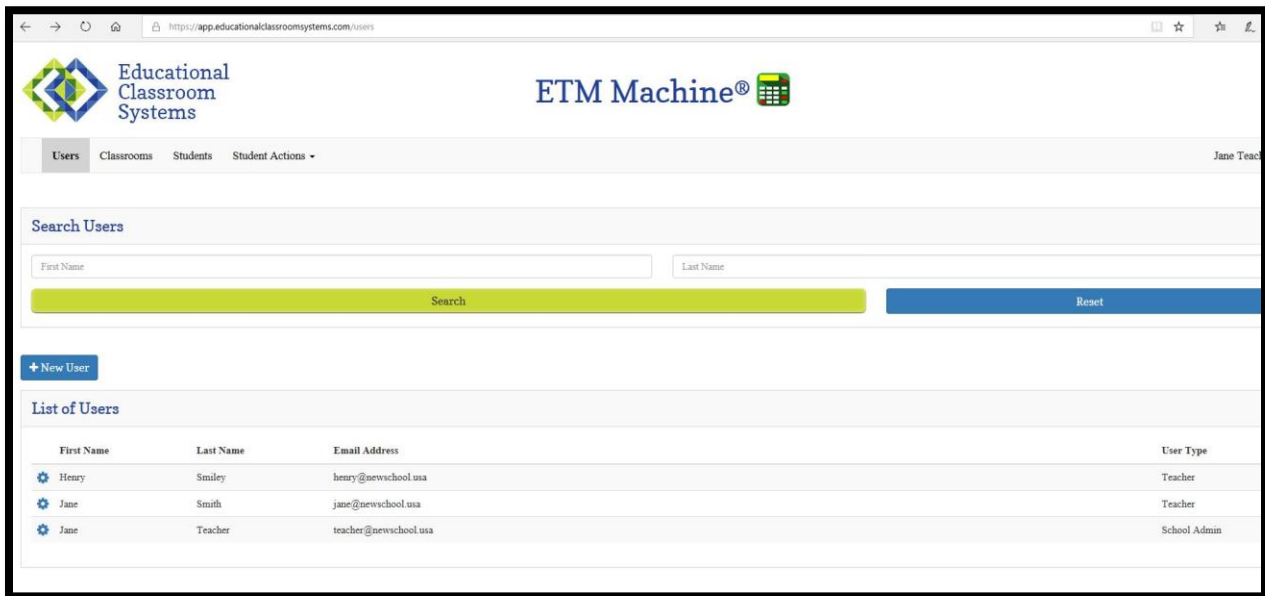
The screenshot shows the user profile page for Jane Smith after successful creation. A yellow banner at the top says "Successfully updated." A text box explains this message: "The next box will show that the user information has been done correctly by stating 'Successfully Updated'". The "Close" button is circled in red, with a text box explaining its function: "Click 'Close' to go back to 'User' page and enter another 'User'".

Fields shown:

- School: New School USA
- User Type: Teacher
- Student Limit: 5
- Email Address: jane@newschool.usa
- Time Zone: Eastern Time (US & Canada)

Buttons: Close, Edit

6. Continue adding “Users”



The screenshot shows the 'Users' page of the ETM Machine interface. At the top, there's a navigation bar with 'Users', 'Classrooms', 'Students', and 'Student Actions'. The 'Users' tab is active. Below the navigation bar, there's a 'Search Users' section with input fields for 'First Name' and 'Last Name', and buttons for 'Search' and 'Reset'. A '+ New User' button is located below the search section. The main content area is titled 'List of Users' and contains a table with the following data:

First Name	Last Name	Email Address	User Type
Henry	Smiley	henry@newschool.usa	Teacher
Jane	Smith	jane@newschool.usa	Teacher
Jane	Teacher	teacher@newschool.usa	School Admin

7. Now click on the “Classrooms” tab.

8. You will now assign a classroom to each User/teacher. This is only done if the user/teacher has a group of students/card holders. **If a user/teacher does not have an assign group of students/cardholders, do not assign a “Classroom” to that user/teacher.** They will still be able to use the APP to swipe ETM cards and deposit or withdraw or purchase from all students/cardholders with valid ETMcards. They will not have access to student/cardholder account information.



The screenshot shows the 'Classrooms' page of the ETM Machine interface. The 'Classrooms' tab is active in the navigation bar. Below the navigation bar, there's a 'Search Classrooms' section with a 'Select grade...' dropdown and a 'Name' input field, and buttons for 'Search' and 'Reset'. A '+ New Classroom' button is located below the search section. The main content area is titled 'List of Classrooms' and contains a table with the following data:

Grade	Name	Teacher
No Records Found		

9. Click on “New Classroom”.

10. Fill out the form. The name you write in the “**Name**” section is the name that shows up in the APP.
11. Hit “**Save**”.
12. Continue adding users/teachers to classrooms.

Adding SID#’s and Student/Cardholders to Classrooms through User/Teacher Accounts or School Admin Account:

* Users/Teachers can go into their account and manually assign and add their own cardholders/students.

1. If you have more than one user/teacher you can give each user/teacher specific SID#’s to use.
2. To retrieve the SID#’s assigned to your subscription account, go to the “Student” tab and click on “New Student”. Here you will find a drop down menu “SID#” which will provide you with the SID#’s assigned to your organization/school. Assign these numbers to each of the users/teachers.

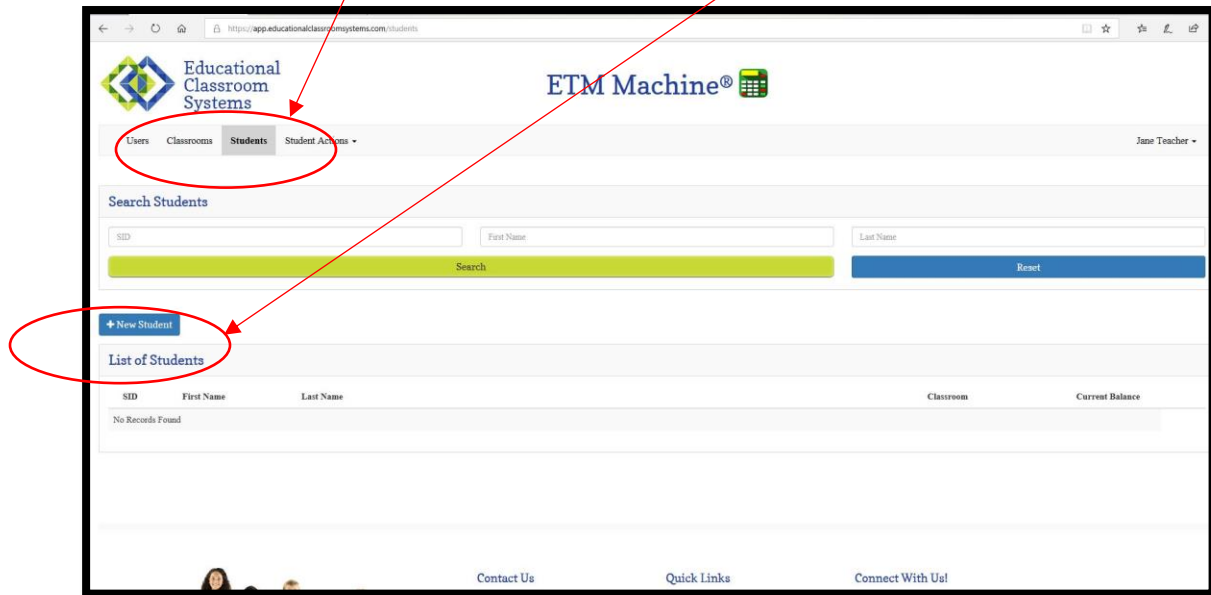
OR

Wait until you receive the ETMcards and give your users/teachers the number of cards needed. They can locate the SID#’s on the back of the ETMcard.

The School Admin can add and assign all of the SID#'s and student/cardholders for all Users/Teachers by doing it manually or through a spreadsheet.

Manually:

1. Click on **"Student"** Tab. Then click on **"New Student"**.




2. Fill out the form for each student. Use the drop down menu to assign a user/teacher. Then use the drop down menu to assign an SID#. First and last names are required, but you can use initials or numbers. Hit **"Save"**.

The screenshot shows the 'New Student' form in the ETM Machine web application. The form has the following fields: 'School' (New School USA), 'Classroom' (Mr. Smiley), 'SID' (0009-0001), 'First Name' (Danny), 'Middle Name' (empty), and 'Last Name' (Frye). There are two drop-down menus: one for 'Classroom' and one for 'SID'. A red circle highlights these two drop-down menus, and a red arrow points from a text box labeled 'Drop down menus' to the circle. At the bottom right of the form, there are 'Cancel' and 'Save' buttons. The background of the form is dark grey, and the ETM Machine logo is visible at the top.

Record successfully created.

View Student - Danny Frye

SID
 0009-0001
Current Balance
 \$ 0.00
School
 New School USA
Classroom
 Mr. Smiley
First Name
 Danny
Middle Name
 Frye
Last Name
 Frye



This is the QR Code for this SID#. It is located on the back of each ETMcard. When you receive the ETMcards, you will need to match them up to each student/cardholder using the SID # located on the back of the card.

Close Edit

Using a Spreadsheet:

1. Download groups of students/cardholders for a "Classroom" from a spreadsheet. You will need to create these spreadsheets ahead of time.
2. Go to "Student Activities". Then "Student Import".

Educational Classroom Systems
 ETM Machine®

Users Classrooms **Students** Student Actions ▾ Jane Teacher ▾

Student Import
 Move Students

Search Students

SID First Name Last Name

Search Reset

+ New Student

List of Students

SID	First Name	Last Name	Classroom	Current Balance	Transactions
0009-0001	Danny	Frye	Mr. Smiley	\$ 0.00	Transactions

3. Use the sample spreadsheet provided (you will need to delete the sample files). Fill in the name of students for a classroom by typing or cutting and pasting from a list. Next assign SID#'s to each cardholder/student. These numbers can be found in the New Student SID drop down menu.
4. Save the file on your computer. Now upload it using the **"Browse"** button.

ETM Machine®

Users Classrooms Students Student Actions ▾ Jane Teach

New Student Import

Classroom
Please select...

Student Spreadsheet
Browse...

[Click to download a sample spreadsheet](#)

5. You will see green **"thumbs up"** icons if the spreadsheet was uploaded correctly. Click **"Submit"**.

ETM Machine®

Users Classrooms Students Student Actions ▾ Jane Teacher ▾

New Student Import

	SID	First Name	Middle Name	Last Name
👍	0009-0004	Bobby	F	Smith
👍	0009-0007	John	J	Frison
👍	0009-0011	sally		Fields

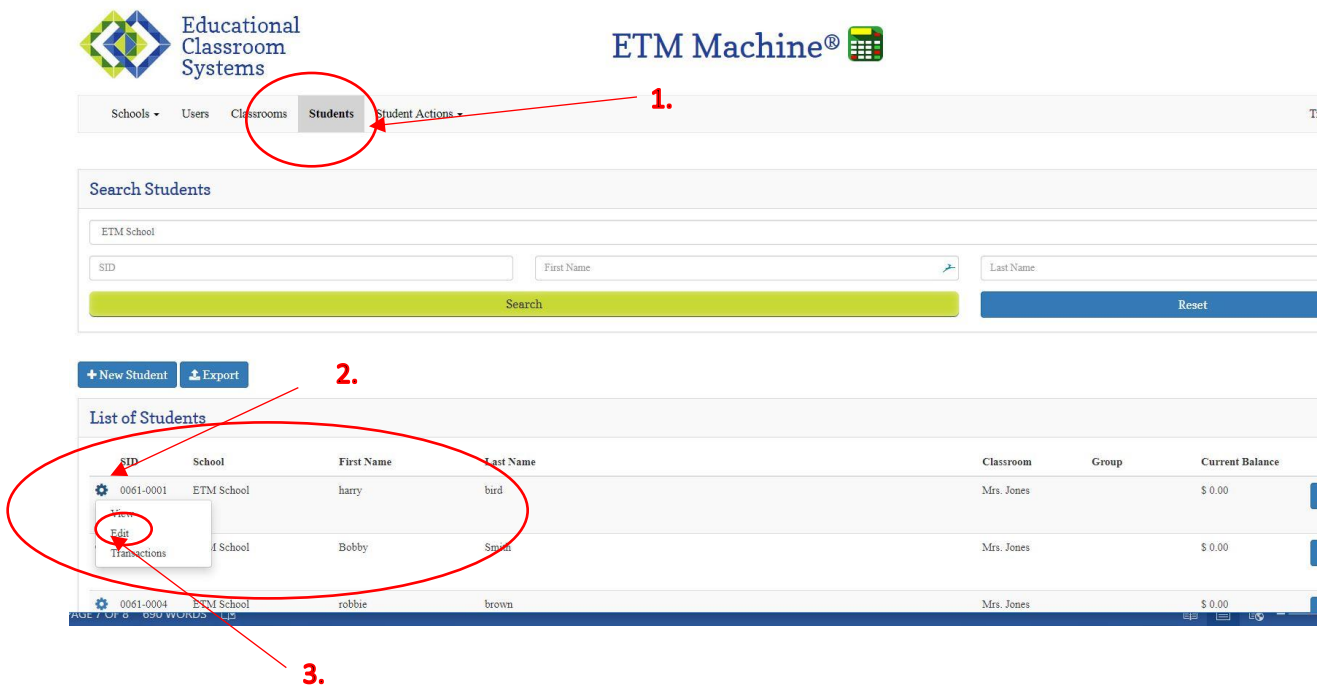
Back Submit

How to change your password:



1. Locate your name to right of the page.
2. Click on the drop down menu and click on “**Edit password**”. Fill in the form.

Deleting accounts and reissuing SID#’s:



1. Under the tab “**Students**”, locate the students you want to delete.
2. Click on the blue gear and a drop down menu will be displayed.
3. Click on “**edit**”.

The screenshot shows a web form titled "Edit Student". It contains several dropdown menus: "School" (ETM School), "Classroom" (Tracy Mayobre's 5 grade - Mrs. Jones), and "SID" (0061-0001). Below these are text input fields for "First Name", "Middle Name", and "Last Name". The "Last Name" field contains the text "bird". A red circle highlights a "Delete" button (with a trash icon) located below the "First Name" field. A confirmation dialog box is open over the "Delete" button, asking "Are you sure you want to delete this record?". The dialog has "Yes" and "No" buttons. At the bottom right of the form are "Cancel" and "Save" buttons.

4. Click on the delete button and a second window will pop up. Hit **"Yes"** to continue deleting the account.
5. Do these steps for all accounts needing to be deleted.
6. You can now go to **"New Student"** tab and reissue all accounts that were deleted. Follow steps on page 5.