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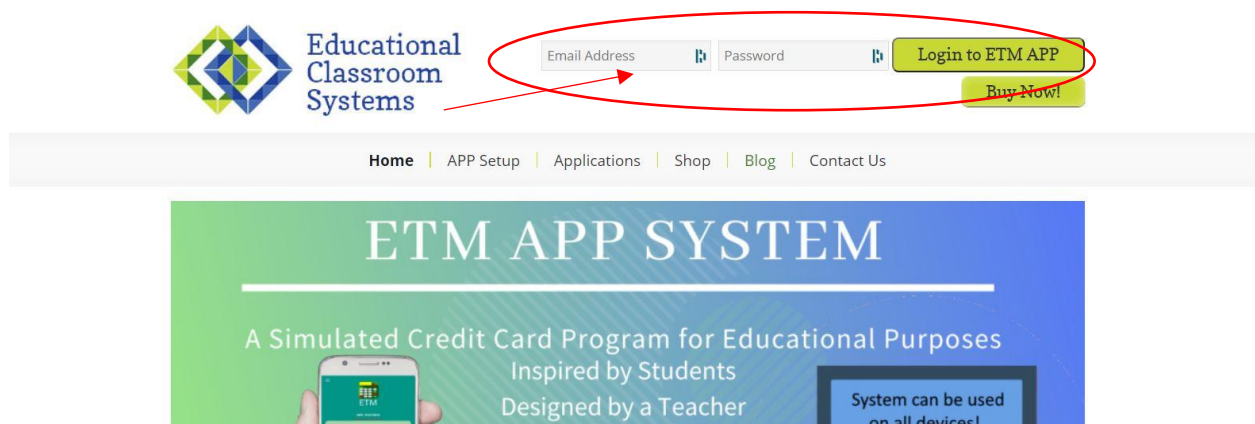
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## How to Set Up Your ETM APP School Administrator Account

**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. When you order the subscriptions, you will be asked to set up your login and password information. This login and password is used to log into the website portal and the phone app. You will need to access the portal in order to set up user/teacher accounts and student accounts.

You can access the portal two ways:

1. Go to <https://educationalclassroomsystems.com/>



2. Go to <https://app.educationalclassroomsystems.com/>



## Adding Users/Teachers

1. Click on “New User”.

ETM Machine®

Users Classroom Students Student Actions Jane Teacher

Search Users

First Name Last Name Search Reset

+ New User

List of Users

First Name	Last Name	Email Address	User Type
Jane	Teacher	teacher@newschool.usa	School Admin

2. Fill out form for New User

ETM Machine®

New User

User Type Teacher Student Limit 5

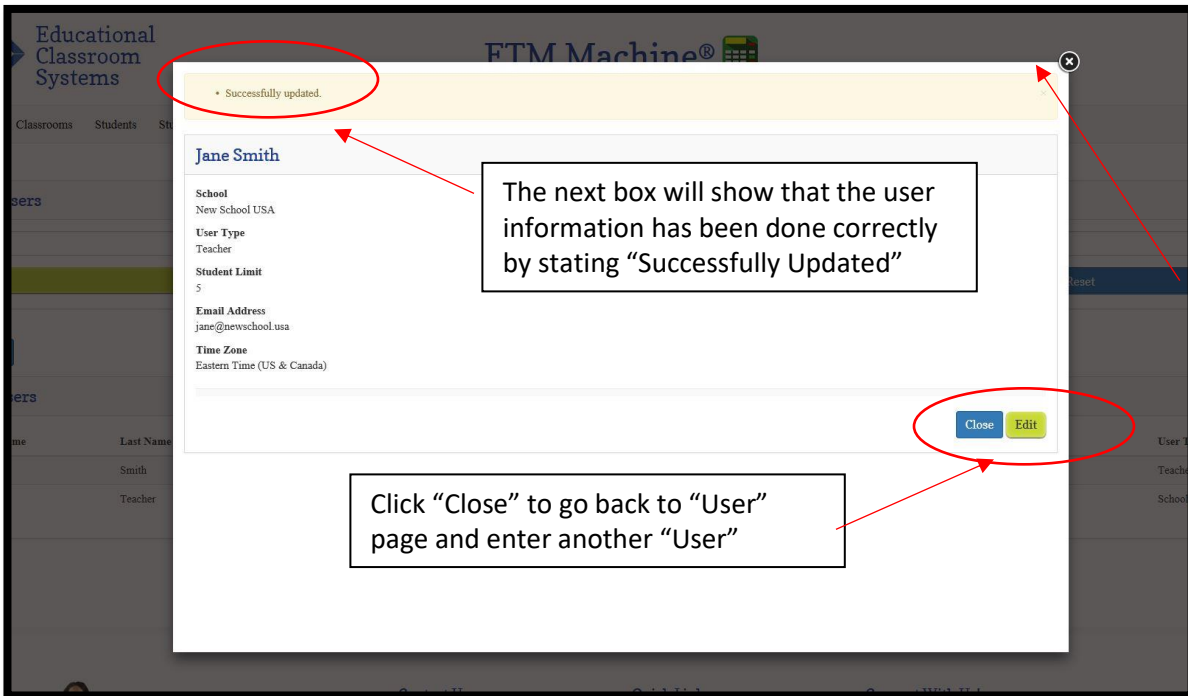
First Name Jane Middle Name Last Name Smith

Email Address jane@newschool.usa Time Zone (GMT-05:00) Eastern Time (US & Canada)

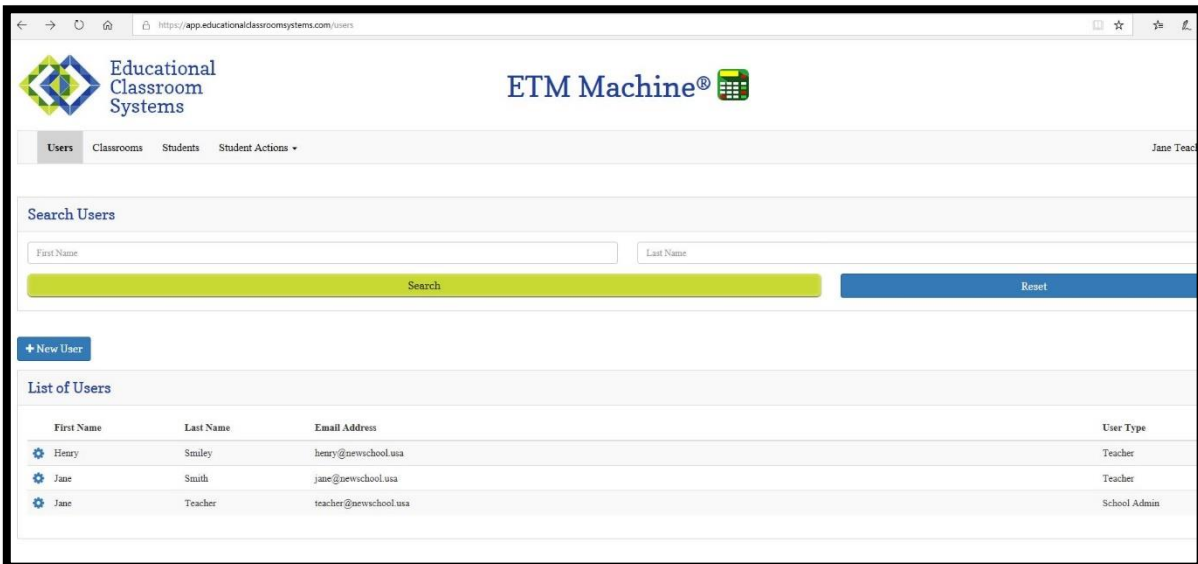
Password Password Confirmation

Cancel Save

3. The email address will be used for login on the website portal and phone APP. The password can be changed by the user/teacher later. Use a temporary Password like: *(first name1234)*.
4. Hit “Save”.



## 5. Continue adding "Users"



## Assigning Classrooms

1. You will need to 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.

2. Go to **"Classrooms"** tab.
3. Click on **"New Classroom"**.

The screenshot displays the ETM Machine web interface. At the top left is the 'Educational Classroom Systems' logo. To its right is the 'ETM Machine®' logo with a calculator icon. Below these logos is a navigation bar with tabs: 'Users', 'Classrooms', 'Students', and 'Student Actions'. The 'Classrooms' tab is selected and highlighted with a red circle. In the top right corner of the navigation bar, the user 'Jane Teach' is logged in. Below the navigation bar is a 'Search Classrooms' section with a dropdown menu for 'Select grade...', a text input for 'Name', and two buttons: 'Search' (yellow) and 'Reset' (blue). Below the search section is a '+ New Classroom' button, which is also circled in red. At the bottom is a 'List of Classrooms' table with columns for 'Grade', 'Name', and 'Teacher'. The table currently shows 'No Records Found'.

4. Select user/teacher by clicking on the “Teacher” pull down.
5. Select Grade by clicking on “Grade” pull down. If user/teacher has no grade, choose “Other”. This section doesn’t show up anywhere on the system. It’s used for administrative and account set up purposes.
6. The name you write in the “**Name**” section is the name that shows up in the APP.
7. Hit “**Save**”.
8. Continue adding users/teachers to classrooms.

The screenshot shows a web application interface for 'Educational Classroom Systems' with a logo and 'FTM Machine®' branding. A modal window titled 'New Classroom' is open, featuring a 'Teacher' dropdown menu with 'Henry Smiley' selected, a 'Grade' dropdown menu with '4' selected, and a 'Name' text input field containing 'Mr. Smiley'. 'Cancel' and 'Save' buttons are at the bottom right of the modal. The background shows a sidebar with 'Classrooms' and 'Students' tabs, and a table with columns 'Grade' and 'Name'.

**New Classroom**

Teacher: Henry Smiley

Grade: 4

Name: Mr. Smiley

Cancel Save

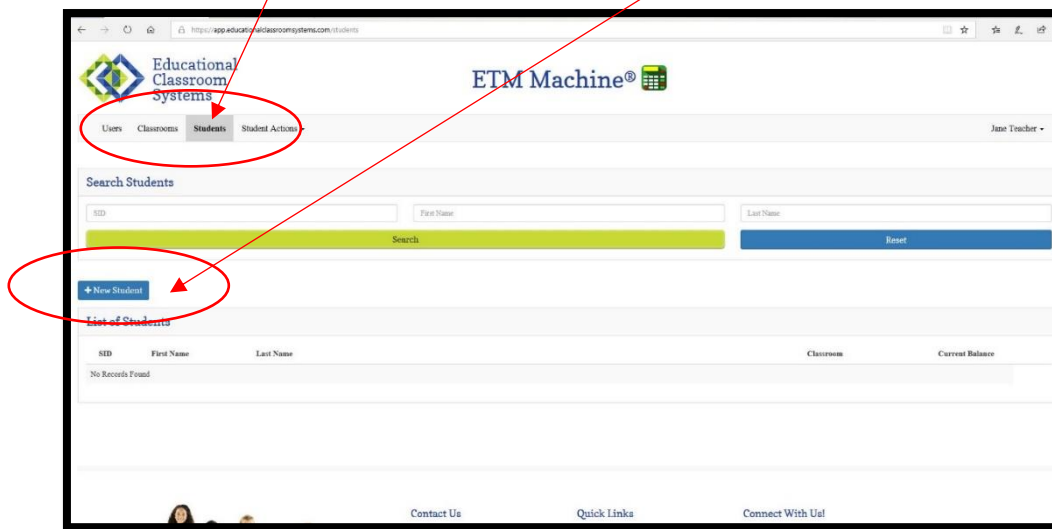
## Adding SID#'s and Student/Cardholders to Classrooms

This can be done two different ways:

1. By user/teacher – *See User/teacher Manual*
2. By School administrator

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.

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”**.

A screenshot of the 'New Student' form in the ETM Machine application. The form contains fields for 'School' (New School USA), 'Classroom' (Mr. Staley), 'SID' (0009-0001), 'First Name' (Denny), 'Middle Name', and 'Last Name' (Frye). Two red circles highlight the drop-down menus for 'Classroom' and 'SID'. A red arrow points from the 'New Student' button in the previous image to this form. A text box labeled 'Drop down menus' is positioned above the circles. At the bottom right of the form are 'Cancel' and 'Save' buttons.

3. "Record successfully created" will appear along with the student/user file information.

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

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.

## 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".

ETM Machine®

Users Classrooms **Students** Student Actions ▾

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
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.

The screenshot shows the 'New Student Import' form. At the top, there's a navigation bar with 'Users', 'Classrooms', 'Students', and 'Student Actions'. Below this, the 'Classroom' dropdown is set to 'Please select...'. The 'Student Spreadsheet' section is highlighted with a red circle, showing a 'Browse...' button and a link to 'Click to download a sample spreadsheet'.

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

The screenshot shows the 'New Student Import' form with a table of imported student data. Each row has a green thumbs up icon, indicating successful upload. The table columns are SID, First Name, Middle Name, and Last Name. The data rows are: Bobby F Smith (SID 0009-0004), John J Frisone (SID 0009-0007), and sally Fields (SID 0009-0011). At the bottom are 'Back' and 'Submit' buttons.

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

**Note:** If you have a large amount of student/card holders, email us at [info@educationalclassroomsystems.com](mailto:info@educationalclassroomsystems.com) and we will send you a spreadsheet of your SID#'s and all you will have to do is type in the student/card holder names.

## Changing 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.



## Resetting User/Teacher Passwords

This can be done two ways.


### Best way:

1. Have teacher/user go to [app.educationalclassroomsystems.com](http://app.educationalclassroomsystems.com).
2. Type in login.
3. Click on "Forgot Password".
4. Follow the steps.

### School Admin way:

1. Go to "User" tab and click on the blue gear icon beside user/teacher's name.

List of Users

	First Name	Last Name	Email Address
	Rachel	Green	rachel@somewhere.com
<div><div>View</div><div>Edit</div></div>	Smith	Smith	store@gmail.com
	Jane	Smith	jane@somewhere.com
	John	Smith	john@somewhere.com

2. Click on “Edit”. Type in a password. Confirm. Save.

## Deleting Accounts and Reusing SID#’s

Deleting accounts can be done a few different ways. **You must delete** accounts not needed before you can reuse those SID#’s.

**Deleting whole classroom accounts through the blue gear icon:** 

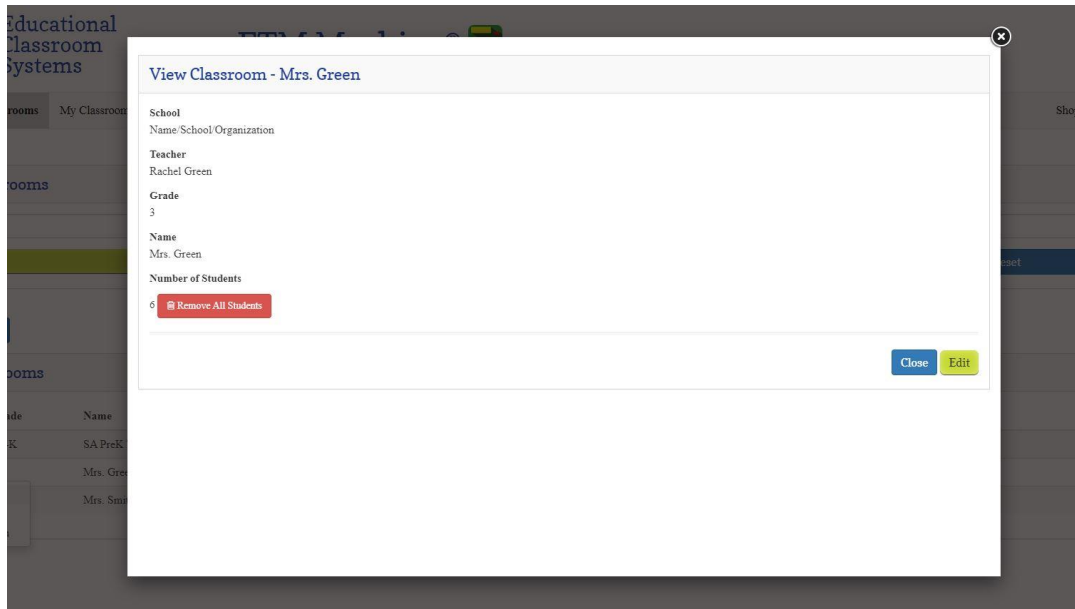
1. Go to “Classrooms” tab and click on blue gear by each User/Teacher.
2. Click on “View”.



ETM Machine® 

Grade	Name	Teacher
Pre-K	SA PreK Test	Erhan Test
3	Mrs. Green	Rachel Green
	Mrs. Smith	Jane Smith

3. Click on “Remove All Students”.



**Deleting individual students through the blue gear icon:**

1. Go to “Students” tab and click on the blue gear next to student.
2. Click on “Edit”. On next pop up, click on “Delete”.

SID	First Name	Last Name	Classroom	Group	Current Balance	
0007-0001	bob	N	Mrs. Green	Cougars	\$ 32.00	<a href="#">Transactions</a>
0007-0002	cy	Drew	Mrs. Green	Cougars	\$ 12.98	<a href="#">Transactions</a>
0007-0004	Henry	Jones	Mrs. Green	Bull Dogs, cougars	\$ 5.00	<a href="#">Transactions</a>

### Edit Student

School  
Name/School Organization

Classroom  
Rachel Green's 3 grade - Mrs. Green

SID  
0007-0001

First Name  
bob

Middle Name

Last Name  
N

[Delete](#) [Cancel](#) [Save](#)


## Deleting student transactions only. Not the student.

1. Go to "Student" tab and click on "Transaction" tab.

List of Students

SID	First Name	Last Name	Classroom	Group	Current Balance	
0007-0001	bob	N	Mrs. Green	Cougars	\$ 32.00	 
						<div><div>View</div><div>Edit</div><div>Transactions</div><div>Groups</div></div>
	cy	Drew	Mrs. Green	Cougars	\$ 12.98	 
0007-0004	Henry	Jones	Mrs. Green	Bull Dogs, cougars	\$ 5.00	 

2. This will bring up a list of transactions for ETM Card holder.
3. Click on "Delete All" to clear off all transactions for this ETM Card holder.

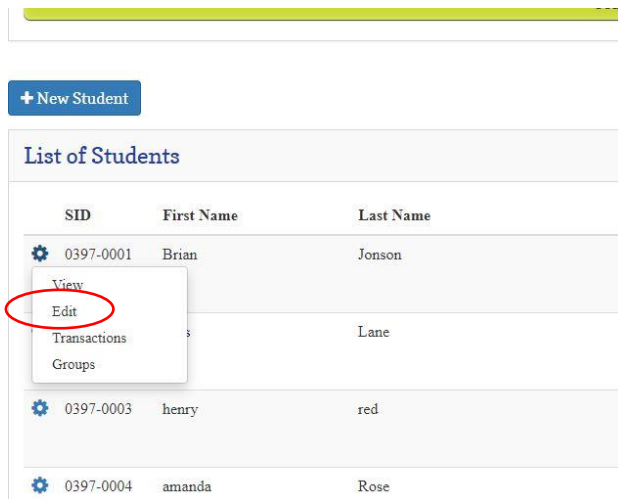
+ New Transaction   Report   

bob N - List of Transactions

Transaction Date	Category	Reason	Amount
01/30/2019	Deposit	Cleaned Up	\$ 1.00
10/10/2018	Deposit	On Time	\$ 5.00
10/10/2018	Deposit	Thoughtful	\$ 5.00
10/08/2018	Deposit	Completed Work	\$ 5.00
09/25/2018	Deposit	Patient	\$ 3.00
09/19/2018	Deposit	Punctual	\$ 2.00
07/20/2018	Deposit	Cleaned Up	\$ 1.00
07/20/2018	Deposit	Cleaned Up	\$ 5.00
07/15/2018	Deposit	Courteous	\$ 2.00
07/05/2018	Deposit	Quiet	\$ 3.00
06/21/2018	Withdrawal	Off Task	(\$ 4.00)
06/21/2018	Withdrawal	Bossy	(\$ 2.00)
06/21/2018	Deposit	Polite	\$ 1.00
06/21/2018	Deposit	Helper	\$ 5.00

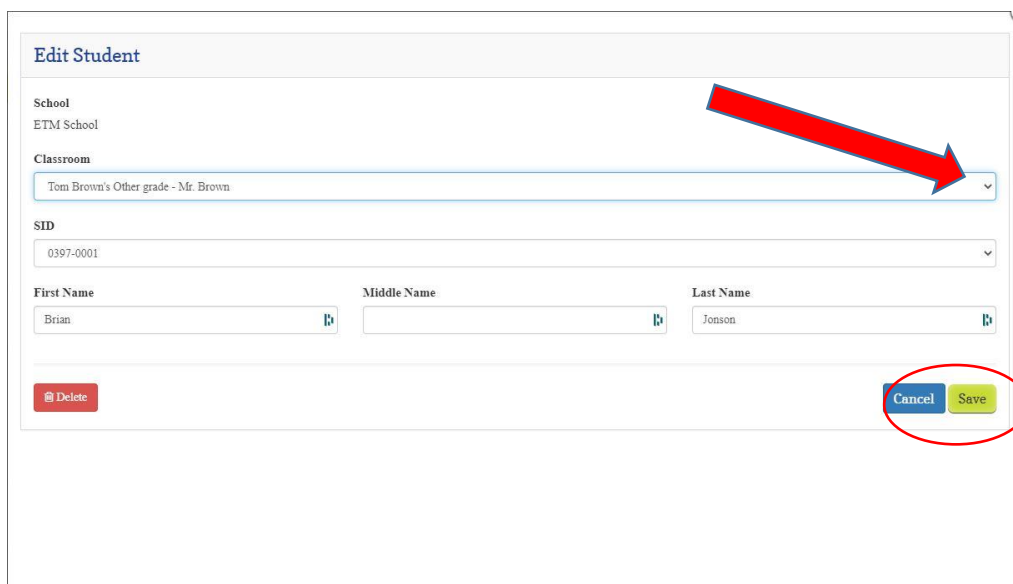
## Moving a Student to a Different Classroom/Teacher

1. Go to Students on the menu bar.
2. Click on the Classroom drop down menu and select the teacher/user that the student is currently in. This will bring up that teacher/user's class list.
3. Scroll to find the student that is to be moved and left click on the blue gear icon.
4. Hit "Edit".



SID	First Name	Last Name
0397-0001	Brian	Jonson
0397-0003	Henry	Lane
0397-0004	Amanda	Rose

5. Go to the Classroom drop down menu and click on the teacher/user the student is being moved to.
6. Hit Save.



**Edit Student**

School  
ETM School

Classroom  
Tom Brown's Other grade - Mr. Brown

SID  
0397-0001

First Name  
Brian

Middle Name

Last Name  
Jonson

Delete Cancel Save