

# INDIVIDUALS SIGN UP PROCESS



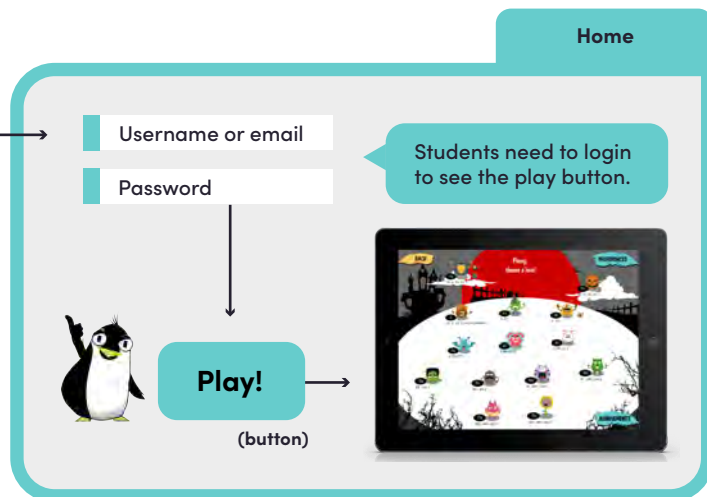
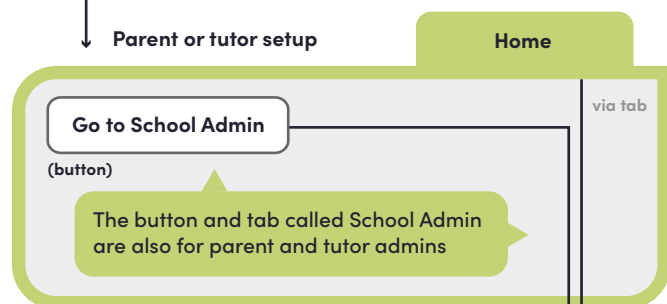
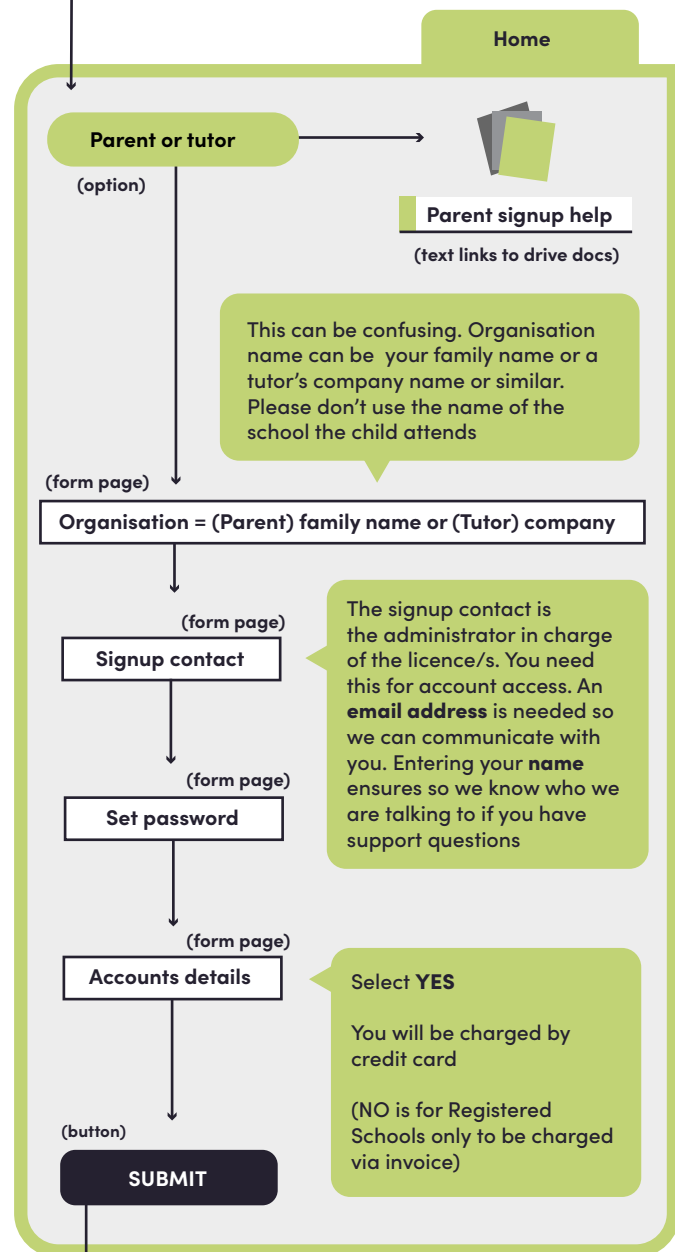
New individual users start here



Once you have a login start here

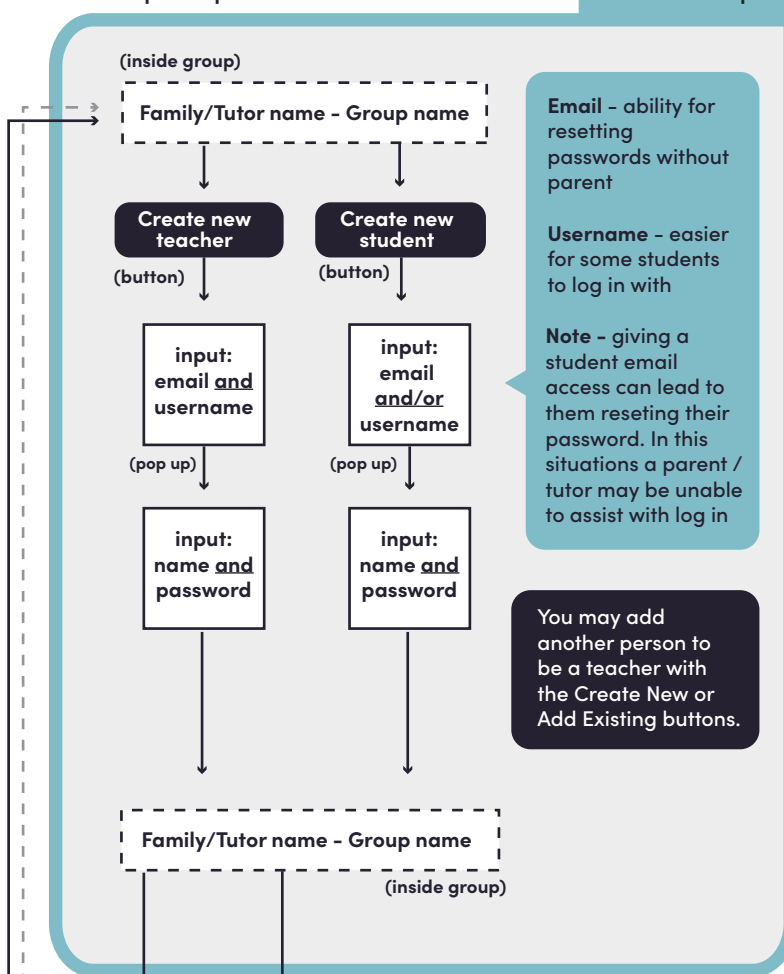
## !! Important note for parents and tutors

Wordchain was originally developed for schools. Because of this we currently have only have one signup system, and the options can be confusing to parents and tutors. You will find the notes below will help you to know what to enter at each point of signup. If you're still stuck contact wordchainhelp@gmail.com



## Groups setup

## Student Groups



To student progress

Into student info

Continued next page

The parent or tutor is the administrator. Only you have access to this part not the student.

## School Admin

From Home

via tab

### Buy licences

(button)

This is the only place you can buy licences

(button)

Go to Student Groups

Please make payment via credit card only.

## Student Groups

existing group

Create a group for your child/student to be in. This seems over the top but it needs to work for large schools as well as individuals. If you are home schooling a few children, you could add another group

### Add a Student Group

(button)

Give the group a name

(pop up)

Group name

(text link)

Click on each group name you have created to add students, or to see student progress

## Account

Change admin profile or password details here

## Student Groups

(text link)

Student name

### Add licence

(button)

Once a student is added to a group an Add Licence button will appear to the right of the students name. If you have not bought a licence yet, head back to the School Admin tab to purchase. Licences can't be reused if this student is deleted.

When activating a licence, the term selected here must match the term purchased. If incorrect the selection will be invalid. You will get an error message

Select 6 mth or 12 month

(pop up)

(inside student name)

Student Profile

(inside student name)

Progress Locking

Edit student profile details, select game, level, and set game preferences.

Select Recommended Game

Select Recommended Level

(option)

(option)

(button)

Go to student progress

(form page)

Filter group data by date

This option only appears once the recommended game is selected. The recommended level is the starting level. All other levels unlock as each level is complete. A level that is locked after being completed cannot be unlocked.

If a level has been skipped, the student may be set to an earlier skipped level, but will be locked out of the following completed level

### Login problems

- Passwords are case sensitive.
- Spaces count as characters.
- Accidental spaces before the username or password

To check for a space – place the cursor at the start and use the back arrow to see if it travels left past the first letter.

### Important note for parents and tutors

It is important to keep passwords simple. A good one is the same as their username but adding an exclamation mark at the end to satisfy the non-letter requirement.

If you reset a password for an individual – it can't be the same as the last one, you need to make a new one.

An email address may only belong to one person. Sometimes parents use a child's email and or username for the admin account. This causes a conflict when trying to access on the other account.