User Management

Hover the mouse over the **My Account** tab and select **Users** from the drop-down menu.

You will see two buttons: **My Team** and **Everyone**.

- **My Team** - All users that you select from the **Everyone** page to be on your team.
- **Everyone** - All users in the subscription. User accounts are added by your subscription Top Level Coordinator or rostered by Kurzweil Technical Support.

The one that is active will be yellow.

**Find Users in Your Subscription**

To determine if a user account is already added to your subscription, click the **Everyone** button and use the blue search bar to search by any of the criteria.

**Adding Students to Your Team**

Find the student in **Everyone** and check the box in the **My Team column** on the right to add them to your team. Click the **My Team button** to see the users on your team.

**Adding Users to the Subscription**

If you don’t find the user you are looking for or need to add a new user, click the **Everyone button** then click **Add Users** tab to add new users.

Enter **Last Name**, **First Name**, **Password** (or leave it blank and the system will create one), Email address, School/Organization, and External ID (use something unique, like the student id number).

The default is to add a student. If the new user is a Teacher, uncheck the box in the Student column.

New users will be added to the **Everyone** page. You can then choose to add them to your Team.

**Removing Users from Your Team**

To remove a user from **My Team**, click the **Remove button** on the right side to remove them from your team.

Note: This only removes them from My Team, not from the subscription.

Only the subscription Top Level Coordinator can delete a user completely from the subscription.