

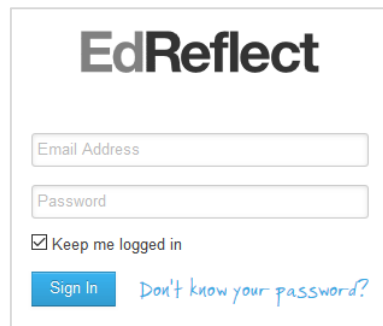
Getting Started

Welcome to EdReflect! We're on a mission to empower educator growth through personalized professional development. Our platform enables educators to set growth goals, view specific evidence from classroom observations, get timely and actionable feedback from their observers, and access thousands of high-quality resources to support individual professional learning.

Let's get started!

Signing In

- Go to <https://edreflect.com/> and log in using your district email address. (Note: Your password was emailed to you with the subject line "Welcome to EdReflect". if you cannot find it, select the "Don't know your password" link from the sign in page.)
- We've already configured your account, so simply agree to our Terms of Service and enter a new password.
- Click "Take Me to My Dashboard" to begin.



The image shows a login form for EdReflect. At the top is the EdReflect logo. Below it are two input fields: "Email Address" and "Password". There is a checkbox labeled "Keep me logged in" which is checked. At the bottom left is a blue "Sign In" button, and to its right is a link that says "Don't know your password?" in a light blue, handwritten-style font.

Account Configuration

A district's organizational administrator (Org Admin) is responsible for setting up and maintaining educators' EdReflect accounts and relationships. Because each educator's account allows the user to interact and collaborate with others, maintaining these accounts is a crucial part of educator growth success. Here are a few steps to get started.

* Before You Start

- Make sure you have reliable Internet access.
- Make sure you're using a supported browser: Firefox, Safari, or Chrome.

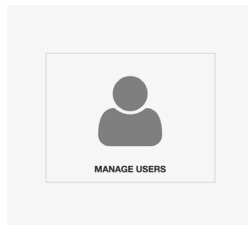
* We're Here to Help

We know professional growth takes a great deal of time and effort; our mission is to provide you with the tools and resources to make this process as rewarding as possible. Should technical issues arise, feel free to contact our Support Team anytime.

Email
<mailto:support@edreflect.com>

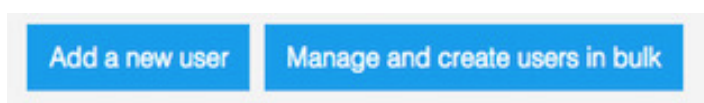
Creating New Users

Creating new users is simple, however only available to Org Admins. Once you're logged in, select the "Manage Users" folder to get started.



Next you have two options to create user accounts:

1. Select "Add a New User" to create an individual user account.
2. Select "Manage and Create Users in Bulk" to create multiple user accounts at once. To learn more about creating new users, [click here](#).



Setting Up Relationships

EdReflect allows different relationships to be set up to facilitate the feedback process. Observer-learner relationships can be used for direct observations, and with read-only options others can view feedback without editing capabilities. This is particularly useful for assistant principals, coaches, and others who may not directly conduct observations.

Once an educator's account is created and relationships are established, the user can log in and begin participating in the feedback cycle.

For more on setting up relationships in EdReflect, click [here](#).

* Understanding Roles

We understand that administrators and educators have different professional responsibilities and needs within a district. Throughout EdReflect and this user guide, we use the following roles:

- Learner: person being observed
- Observer: person conducting observation
- Org Admin: manages user accounts

A user may have more than one role. Switching between roles is easy, and allows you to quickly navigate through EdReflect. To learn more about managing roles, [click here](#).

* Maintaining Accounts

As an Organizational Administrator you can set up and maintain educator accounts, and control their relationships. Maintaining these accounts is a crucial part of educator success, as each account gives him or her the ability to interact with other educators.