

ADMINISTRATOR

Sign up for *discoverZone*

1

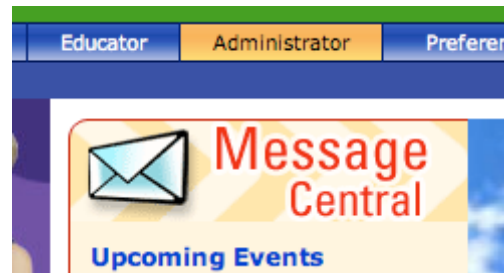
- Go to www.discoverzone.com
- Sign up by clicking on your school level. The educator access code is 'discover.'



Authenticate as Administrator

2

- Click on the Administrator button
- Enter your Customer Registration Number from your invoice
- You are now the admin



Create privileged users to manage calendars and classes

3

- In the administration section, click on Manage Users
- Click 'Add Users in Bulk'
- Select desired options
- Discover Zone will create user accounts for you



ADMINISTERZONE

Manage Users

[[Add in Bulk](#) | View: All [Admins](#) [Teachers](#) [Students](#) [Parents](#) | [Export](#)]

View the users who have subscribed to your school's Discover Zone and manage their information below ...

Hand out *discoverZone* accounts.

4

- Print out the account information
- Distribute it to your teachers
- You're finished!

