



Procedures for Department Heads/Account Administrators

Accessing Admin

- After you log into Streamline (*DEstreaming/unitedstreaming*), you can access Admin through the “My DE” tab or by click on the “My Admin” link in the top right corner.
- You have access to all of your teachers and their user names. You can run reports and see your school’s passcode.

Archives

- Archiving allows you to make an account inactive. It does not delete the account.
- You can archive under “Manage My Account”.

Transfer

- Transfer allows you to move a teacher from one school to another.
- Only Administrators can do this – Department Heads can not.

Weeding

- At least once a year (preferably twice a year), look through the list of teachers for the following things:
 - If a teacher has multiple accounts, find out which one they are using and archive the other one(s).
 - If a teacher is no longer at your school and you do not know where they have gone, archive them.
 - If a teacher is no longer at your school and they have gone to another school in your district, contact an Account Admin (probably your DES) and let them know which school to move them to and they will transfer them.
 - If a teacher is no longer at your school and they have gone to another district (and you know where), contact Debbie (djarrett@scetv.org) or Donna (dthompson@scetv.org) and they can transfer them.

New Teachers

- Find out if they have a Streamline (*unitedstreaming*) account.
- If they do not have an account, give them your school’s passcode and have them create their user name and password.
- If they have an account at another school they will need to be transferred. **Do not create a new account.**
 - If they are moving within your district have an Account Administrator transfer them (the DES in your district can do this).
 - If they are moving in from another district, contact Debbie Jarrett (djarrett@scetv.org) or Donna Thompson (dthompson@scetv.org) and give

them the name of the school and district they are coming from and the name of the school and district they are moving to.

- If they are from outside SC and have a Discovery account, contact Debbie or Donna and they will move them.

Other information

- If a teacher's user name and password do not work, make sure they did not have an account at another school. They may have been archived. If that is the case, contact Debbie or Donna and they can un-archive them and transfer them.
- If a teacher tries to create an account and they get the message that says this email already has an account, check and make sure they don't already have an account. If they are from another school in your district, they may need to be transferred.
- Make sure your teachers know how to go into their "Profile" area and update their information (especially email – that is the only way we have to contact them if they need help). "Profile" is located at the top right of the website after they log in.

If you have any questions, email Debbie Jarrett (djarrett@scetv.org) or Donna Thompson (dthompson@scetv.org)