

UED: SCHOOL MEMBERSHIP

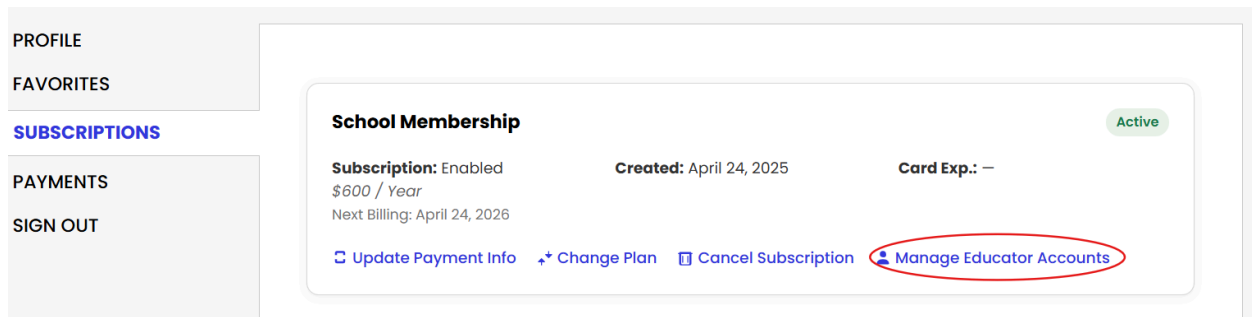
Admin Guide

Managing educator accounts

As a School Membership holder, you have the ability to manage the educators associated with your account. Here's how it works:

Access educator accounts

1. Go to your [Account](#) page
2. Select **Subscriptions** tab in the account navigation
3. Click **Manage Educator Accounts**



Share a signup link with educators

You have a *unique signup link* to share with educators in your institution.

- You can share this link with your educators, whether they are new to UED or already have an account
- Educators who sign up through this link will be automatically added to your school's account
- Use the clipboard icon to copy the unique link, and send it to your educators
- Once educators sign up using the link you provided, they will be listed in your account

Signup URL

Share this link with your educators. Anyone who signs up through this link will automatically be added to your school's account.

<https://unpacked.education/register/school-membership/?ca=fd147a039267f035992bf8ade65ec>

What you'll see as an admin

Sub accounts used

You'll see how many educator accounts you've used (e.g., "5 of 10 Sub Accounts Used").

Educators list

You'll see a list of educators under your account, including their: name, email, last login, and number of logins.

You can remove an educator by clicking **Remove** next to their name.

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EMAIL	FIRST NAME	LAST NAME	LAST LOGIN	LOGINS	
sub1@email.com	Doe	John	April 27, 2025	2	Remove
sub2@email.com	Jane	Smith	April 27, 2025	3	Remove
sub3@email.com	Alice	Shmoe	April 27, 2025	4	Remove

Need help?

If you need any assistance managing your educator accounts, please reach out to: support@unpacked.education

We're happy to help!