

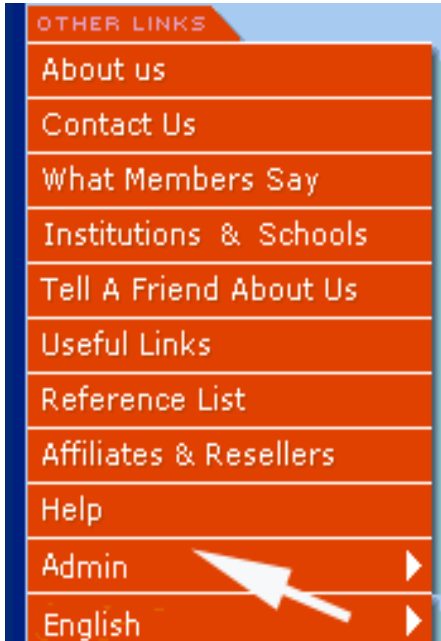


# Selfaccess courses and library memberships

Use your selfaccess credits to provide logins for your students.

To make this simple, we create a Selfaccess Institutional Administrator and give this person a special username and password. This person can:

1. [Assign resources to users automatically](#), see how many students already have accounts or how many credits you still have left.



2. [Look for](#) an individual by searching name, username, password or Selfaccess resource.

3. **View and edit the username, password and email address of the [Selfaccess Institutional administrator](#) for your account.**

4. Run a [usage report](#). Find out how often resources are being used.

To see this screen your Institutional administrator signs in with the username and password we have created for them.

When they log in, they will see an extra button on the left hand navigation column called Admin.

Simply click on this link to be taken to the Institutional Administrator's screen.

## Create username and Passwords

### Assign resources to students automatically

- Create usernames and passwords for either a group of students or an individual student automatically and have these emailed to your account.
- These logons are valid for 1 year. They become active once a student logs in. If the logon is for 1 month, this begins the first time it is used.
- Each student can have their own account and change all user details
- SelfAccess credits can be bought at any time to make logons to give to your students. 1 month's library access or 3 month exam course costs 1 credit. If you would like more information about credits, email [sales@selfaccess.com](mailto:sales@selfaccess.com).

Number of individual users to date: 2

Number of credits available: 17

Assign resources:

Selfaccess resource: Upper-intermediate course 02 For a description of the courses, [click here](#)

Number of users to be assigned: 5

Submit Form >>

See the number of credits your institution has.

Choose the course or library access from the dropdown menu.

Fill in how many logons you want to make.

Click "Submit Form".

Thank you

You now have 17 credits in your Selfaccess institutional account.

This order will cost you 3 credits and you will be left with 14 credits.

Do you wish to proceed?

Yes, continue >>>

No, stop! >>>

The next screen will allow you to check you are happy with the logons being made.

If you are satisfied, click "Yes, continue".

You will then go to a screen showing you the logons you have created for which resources. These will be emailed to the Institutional Administrator's account.

This email will have the logons attached as a spreadsheet to give you 2 copies and make it easier to keep on file.

## Search function

Look for an individual by searching name, username, password or Selfaccess resource.

Search User (English-to-go Ltd.)

**Look for an individual by searching for their name, username, password or Selfaccess resource. You can then make any changes you wish.**

<b>First name:</b>	<input style="width: 80%;" type="text"/>
<b>Last name:</b>	<input style="width: 80%;" type="text"/>
<b>Username:</b>	<input style="width: 80%;" type="text"/>
<b>User ID number:</b>	<input style="width: 80%;" type="text"/>
<b>Selfaccess resource:</b>	<input style="width: 80%;" type="text" value="Upper-intermediate course 01"/>

Search for a resource by using the dropdown menu or type in the name of a student, their username or their user number.

Then press "Submit Form".

In the next screen, click the button next to the user whose details you would like to change and again press "Submit Form".

- **Please note:** Logons that have not been created automatically for a large group, can not be changed until they have been activated.  
Until someone has logged in to Selfaccess.com using that username and password, the resource that logon had been given can not be altered.  
To change an unused login, either send an email to [helpdesk@selfaccess.com](mailto:helpdesk@selfaccess.com) or you can activate it yourself.  
Log in with that username and password and then it will be active.  
Then log in as the institutional administrator, search for that username using the search function explained above and then assign a different resource to it.

## Institutional Account Details

**View and edit the username, password and email address of the Selfaccess Institutional administrator for your account.**

We are able to provide more than one administrator per institution.

However, if you wish to have more than one administrator for your institution, you will need to email us at [helpdesk@selfaccess.com](mailto:helpdesk@selfaccess.com).

We will first need to create an account for them.

This screen also lets you opt to receive our free newsletter of hints, tips, ideas and news on our lessons.

**Use this form to change your administrator's settings.**  
Make the changes you want and click "submit".

Required fields (\*):

	First Name	*	<input type="text"/>
	Last Name	*	<input type="text"/>
	Username	*	<input type="text"/>
<b>Do you wish to change your email address?</b>	Email Address	*	<input type="text"/>
	Re-Enter Your Email Address	*	<input type="text"/>
	<b>(Please ensure this email address is correct.)</b>		
<b>Do you wish to change your password?</b>	Password	*	<input type="text"/>
	Re-enter password	*	<input type="text"/>
<b>We send out a newsletter with our latest lessons and useful tips.</b>	<input checked="" type="checkbox"/>	Yes, please send me email updates	

## Selfaccess Usage Report

### Run a usage report.

From our reporting screen you can run a report to see how often selfaccess.com resources are being used, which lessons are used and how frequently your institutional user limit was exceeded.

- You can ask for the number of lessons opened by choosing yes or no from a dropdown menu.
- You can get information on how many times your institutional user limit per username was exceeded by choosing yes or no from a dropdown menu. For example, if only 25 students from your institution can log on to selfaccess.com at any one time, you can see how often more than 25 students tried to use Selfaccess at the same time.
- If you have individual accounts at Selfaccess.com you can see how long each student is logged on to Selfaccess by choosing yes or no from a dropdown menu.

Online resources - Usage report (English-to-go Ltd.)	
Use this form to run a report to see who has been using Selfaccess, how many lessons they have been using and how often.	
<b>Username:</b>	Select all <input checked="" type="checkbox"/> or <input type="text"/> type in username
<b>Selfaccess usage report:</b>	from <input type="text" value="01/02/05"/> till <input type="text" value="01/03/05"/> (dd/mm/yyyy)
<b>Report number of lessons opened?</b>	<input type="text" value="Yes"/>
<b>Report length of time students spent on Selfaccess?</b>	<input type="text" value="Yes"/>
<b>Report number of times user limit exceeded per username?</b>	<input type="text" value="Yes"/>
<b>Post report to:</b>	email address <input type="text" value="editor@selfaccess.com"/>
<input type="button" value="Submit Form &gt;&gt;"/>	

- You can decide who you would like this report emailed to.