



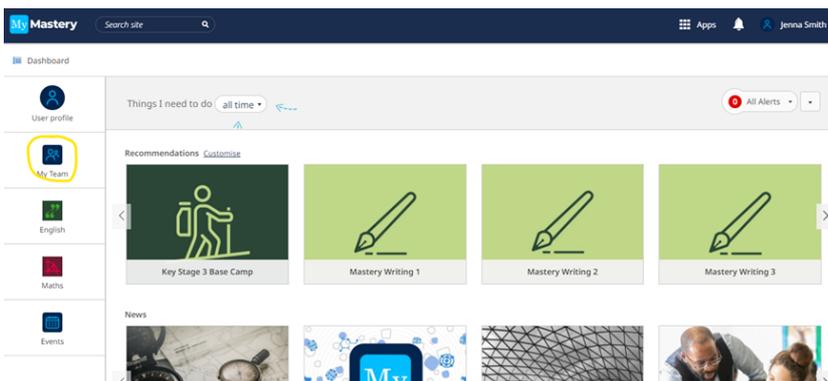
How to add users to multiple subjects

A user guide

Teachers will only see content for the subjects that they have been assigned to. Mastery Leads responsible for multiple programmes can create and allocate. This is a guide for Mastery Leads to add teachers to multiple subjects within MyMastery.

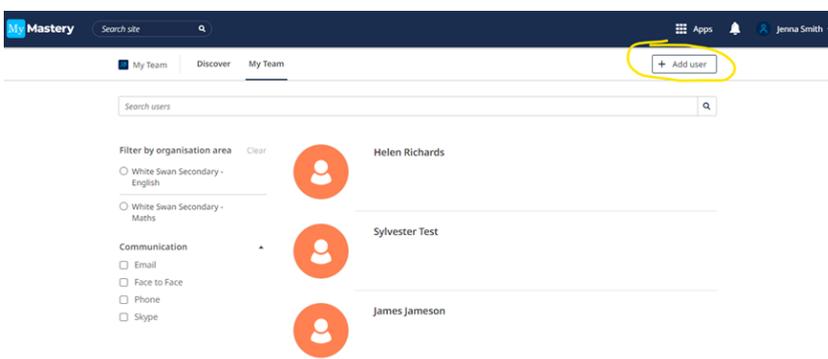
Skip this guide if... You are the Mastery Lead for only one programme, teachers will automatically assigned to the subject that you manage.

Step 1.



Simply log on to MyMastery and click **'My Team'** at the left-hand side of your dashboard. If you are the Mastery Lead for multiple Ark Curriculum Plus programmes, you can manage subjects in one area.

Step 2.

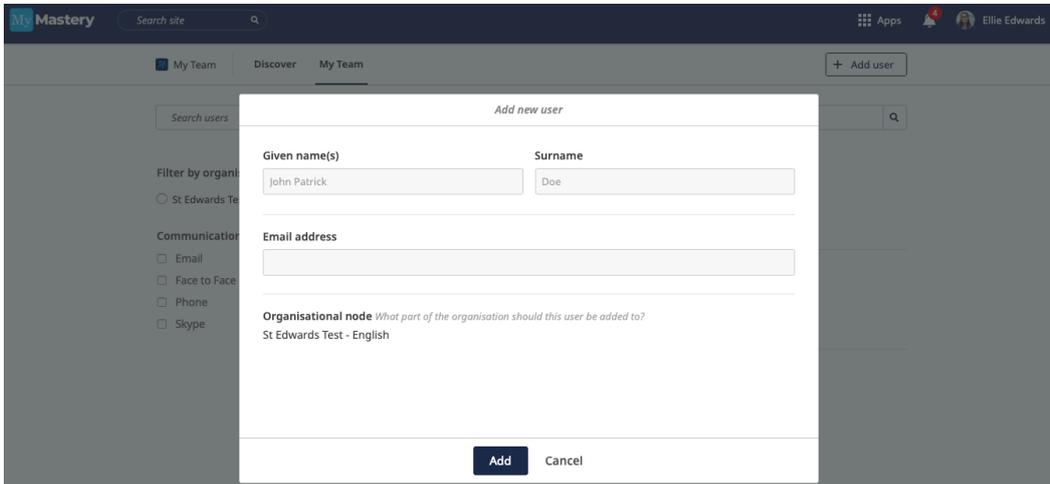


In this new window, you will have an **'+ Add user'** button in the top-right corner, click this button.

Step 3.

In the new pop-up window, enter the details of the person you wish to add

- Enter their Name
- Enter their Surname
- Enter their email address (this needs to be their school email address)



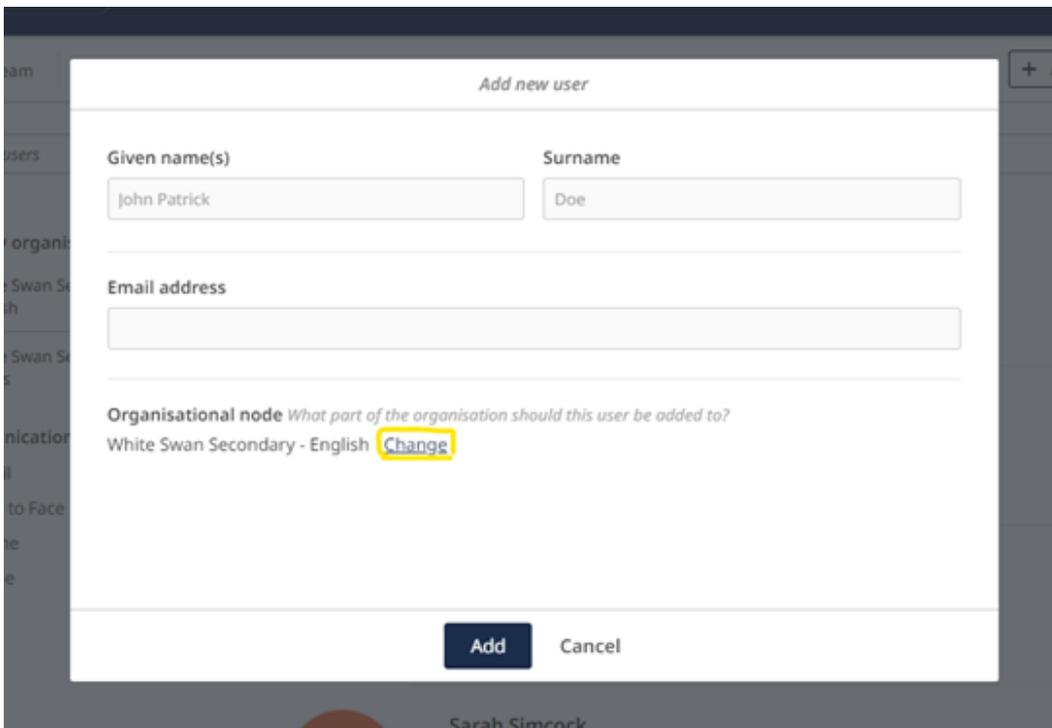
The screenshot shows the 'Add new user' pop-up window in the MyMastery interface. The form is titled 'Add new user' and contains the following fields:

- Given name(s):** John Patrick
- Surname:** Doe
- Email address:** (empty field)
- Organisational node:** What part of the organisation should this user be added to? St Edwards Test - English

At the bottom of the form, there are two buttons: 'Add' (highlighted in blue) and 'Cancel'.

Step 4.

Now, you should be able to see and against the **'Organisational node'** click to **'Change'** where you can assign the teacher to their subject.



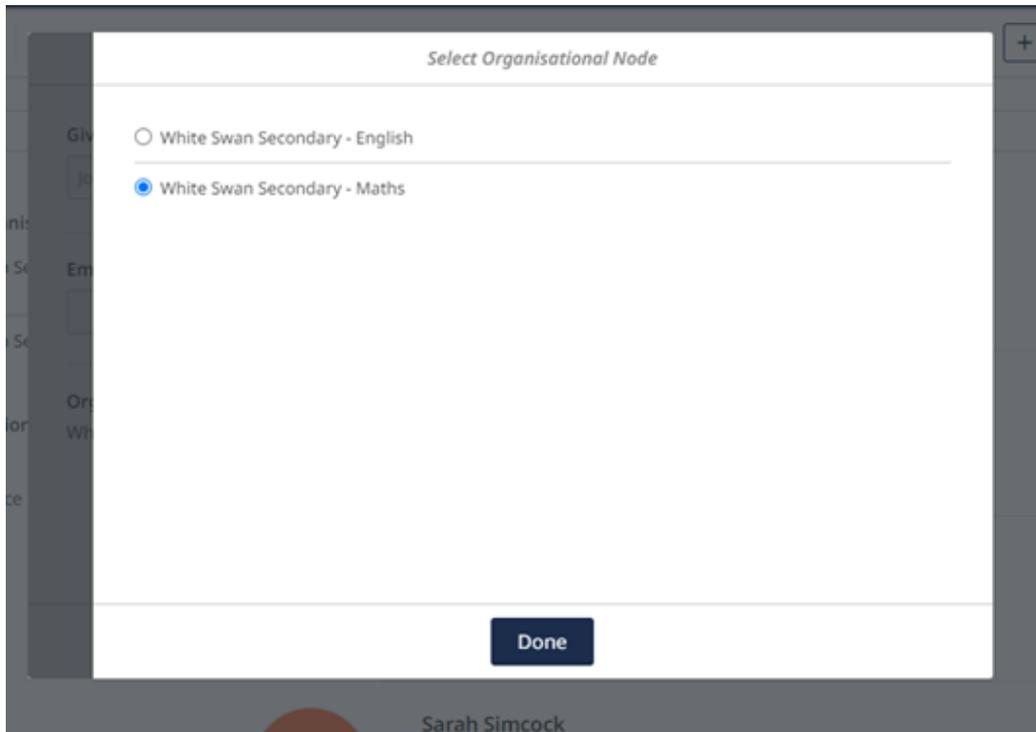
This screenshot is a closer view of the 'Add new user' pop-up window, focusing on the 'Organisational node' section. The form contains the following fields:

- Given name(s):** John Patrick
- Surname:** Doe
- Email address:** (empty field)
- Organisational node:** What part of the organisation should this user be added to? White Swan Secondary - English **Change**

The 'Change' button is highlighted in yellow, indicating that it is the next step in the process.

Step 5.

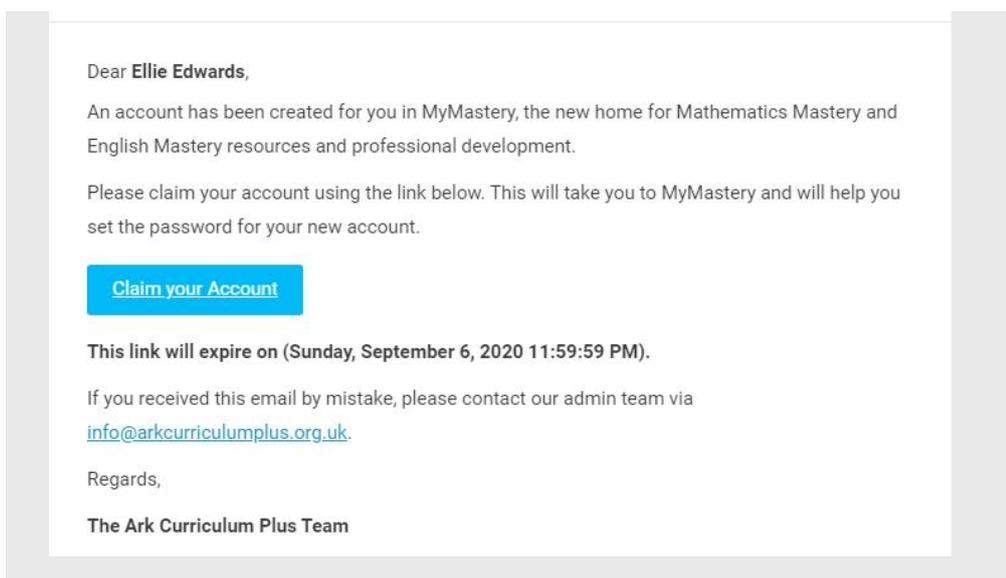
Select the subject of choice and click **Done**.



Step 6.

Your new user should receive an email which allows them to create a new password and log in to MyMastery.

If your new user can't find the email, please ask them to search their inbox and junk mailboxes for **'Claim your account for MyMastery'** from no-reply@thinqi.co.uk.



Top Tip 1

You have the option of checking which teachers are assigned to each subject. Check this in the My Team page by clicking “Filter by organisation area” to view. n the My Team page to view.

Filter by organisation area

White Swan Secondary -
English

White Swan Secondary -
Maths

Top Tip 2

You have the option to add the same teacher to more than one subject. If you are a Mastery Lead responsible for multiple subjects, you can enter the user details of the teacher you wish to be assigned against a subject in each node, using the same email address.

Please ensure you use the teachers same email address, as this is how MyMastery recognises that they are the same person.

The teacher will be able to see resources for both subjects using the same log in.

Note, they may experience a delay of up to 2 hours for the new subject details to sync. If the new subject area has not appeared after 2 hours please contact us at info@arkcurriculumplus.org.uk

If you have any questions, please contact us at info@arkcurriculumplus.org.uk

We're excited to have you onboard MyMastery.