



Joining an Organization and Account Setup

To join an existing organization go to www.evaluwisew.org. Under Account click “Join Existing Organization”. This will take you to the Join An Existing Organization page shown in Figure 1 below.

Figure 1

You will need your Administrator’s Email Address or your Organization’s Account Number. Enter either the email or the account number and click “Find Organization”. This will bring up the organization and give you a button to join the organization. This is shown in Figure 2 below. Click the “Join Organization” button.

Figure 2

This will bring up the screen shown in Figure 3 below.

To Join an existing organization, first you will need to enter the account number or email address of the organization's administrator. Then click the Join Organization button when you have found your organization, to create your user account. Once your user account is created, your administrator will be notified by email to approve your user account.

STEP 2: Create Your User Account

First Name:

Last Name:

Email Address

Password

Repeat Password

By creating an account, you agree to our [Terms of Service](#).

Figure 3

Complete the Account information and click Create User Account. This will bring up the screen shown in Figure 4. An email will be sent to the administrator of the organization to approve your account.

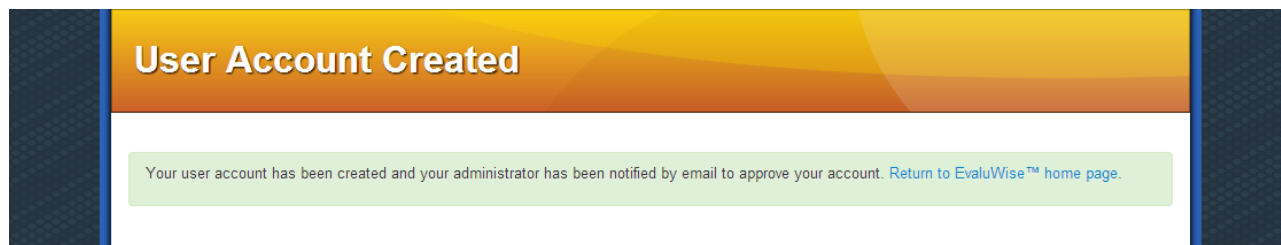


Figure 4

Approving User requests to join an Organization

Figure 5 below shows how the request will look for the Admin of the district. This will appear on the Settings screen under the Users tab. The Organization Admin also receives an email notifying them that a user has requested to join the Organization. To approve the request click on the User shown in Figure 5 and then change Approved: from No to Yes (Shown in Figure 6 below).

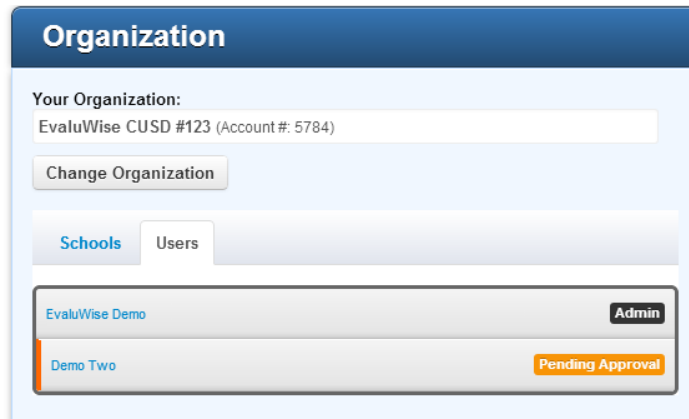


Figure 5

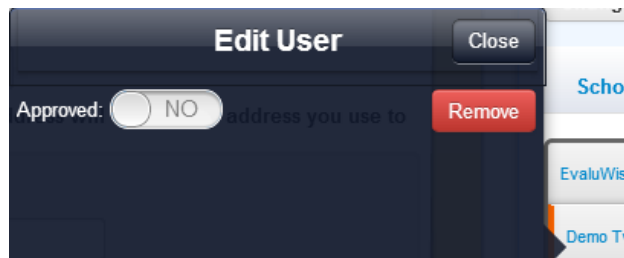


Figure 6

Once you have changed "Approved:" to Yes, it will then give you a list of the schools that you can give the user access to (Shown in Figure 7).

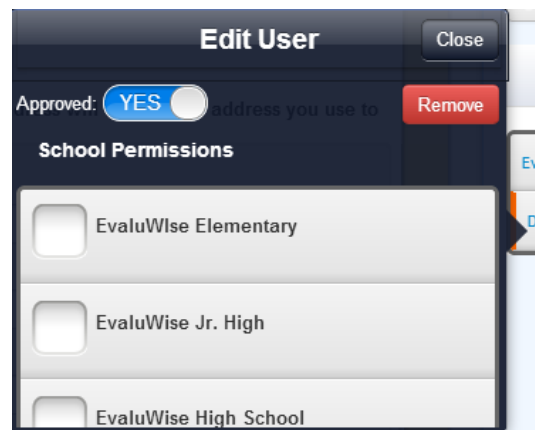


Figure 7

Click the box beside the school that you would like to give the user access to. (Shown in Figure 8 below) Giving the user access to a building allows them to see evaluations and complete evaluations for any of the teachers associated with that building. A user can be given access to one or multiple buildings. Once you have finished click the “Close” button shown in Figure 8.

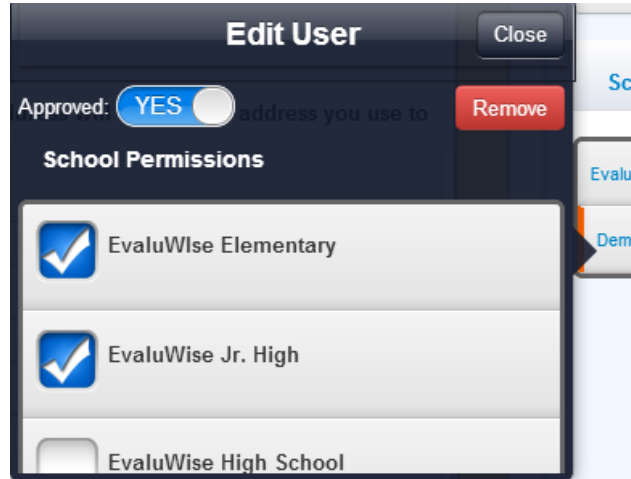


Figure 8

The user will now have a green box and show “Approved” by their account (Shown in Figure 9).

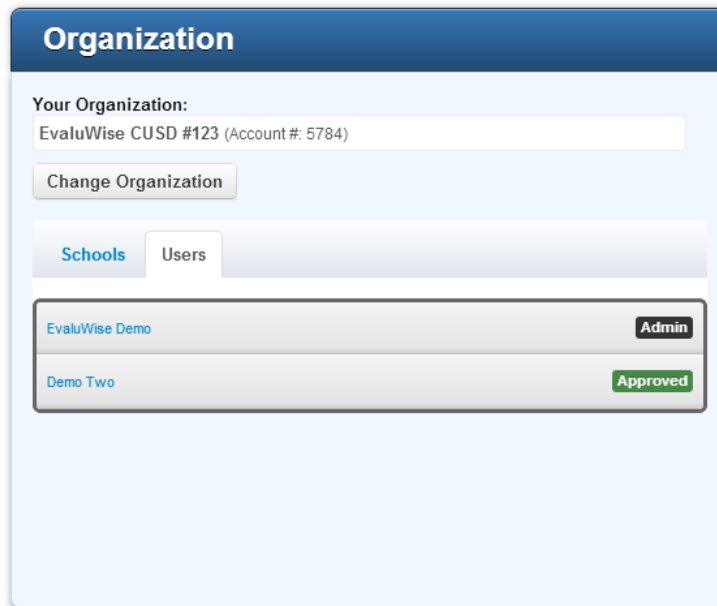


Figure 9