



# TEACHERMATIC

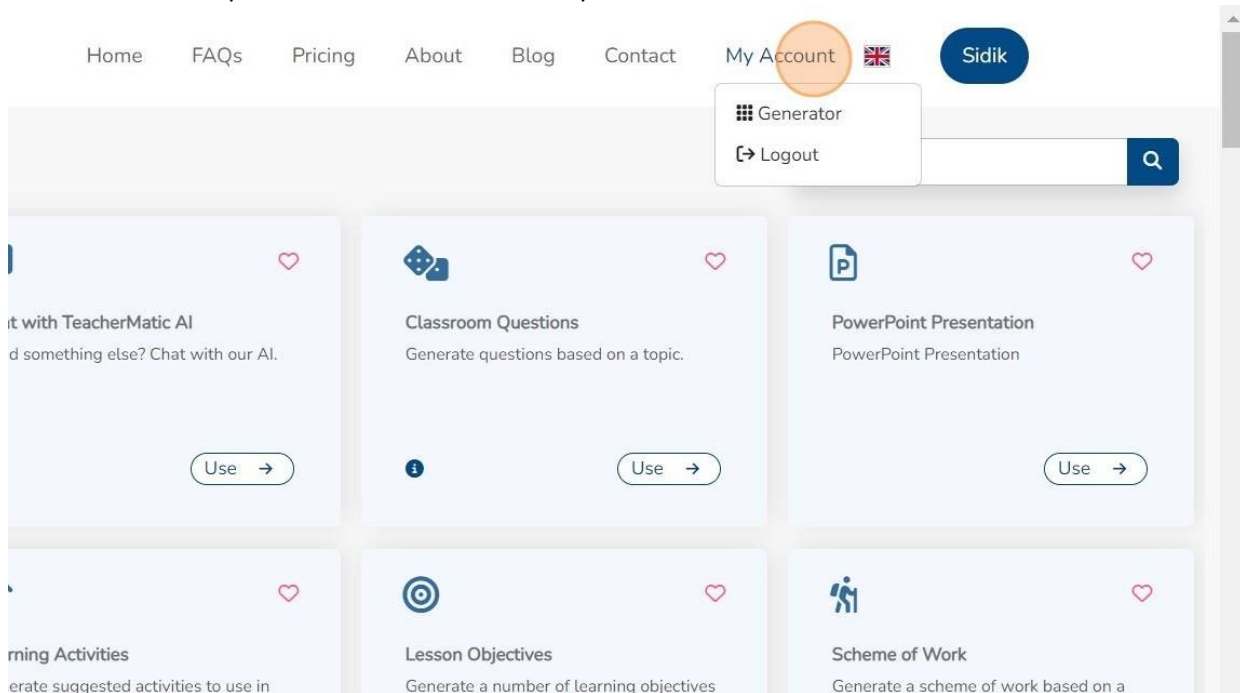
## Organisation administration – User Guide

### Account creation.

Organisational user accounts can create their own account by registering directly on TeacherMatic website using organisational email address. Organisational user accounts will be allocated automatically under the organisational licence purchased.

### Administrator control panel

When you log into TeacherMatic, you are automatically directed to the Generators' page. From here, click on **'My Account'** to load up the Administrator's control panel:



The Control Panel has the normal options for each user but also two ones:

- ➔ **Organisation Members**
- ➔ **Organisation LTI**

↓

Dashboard Orders Subscriptions **Addresses** Payment methods Account details Organisation Members Newsletter Subscribe  
Multi Factor Authentication Organisation LTI Log out Delete Account

Hello **Geoff Eliot** (not **Geoff Eliot**? [Log out](#))

From your account dashboard you can view your [recent orders](#), manage your [shipping and billing addresses](#), and [edit your password and account details](#). If you are interested in becoming an affiliate (or already are one) please access the affiliate dashboard via the following link. [Affiliate Dashboard](#)

## Organisational Members

In this section you will see how to add and remove organisational subscriptions to a free account.

Subscribe and unsubscribe organisational user accounts.

Any organisational user **accounts** that match/use your organisational domain (e.g. '@terus.co.uk') will appear in your list of accounts:

11 subscribed out of 4 organisation members  
Available to subscribe 90


Enable Multi Factor Authentication for all members

Name	Email	Last Access	Allocated License	
Raja Azian	ezy@teruselearning.co.uk	2024 Jan 10 08:11	Yes	<button>Unsubscribe</button> <button>Make Admin</button>
Oliver Stern	oliver@teruselearning.co.uk	2023 Dec 04 14:32	Yes	<button>Unsubscribe</button> <button>Make Admin</button>
Sidik Setiawan	sidik@teruselearning.co.uk	2024 Feb 19 11:37	Yes	
Yahya Rais	yahya@teruselearning.co.uk	2024 Jan 10 08:10	Yes	<button>Unsubscribe</button> <button>Make Admin</button>

To **subscribe** an organisational user account, simply click the '**Subscribe**' button:

Trial Account	anothertrial@teachermatic.com	-	Yes	<button>Unsubscribe</button> <button>Make Admin</button>
AOC2023 AOC2023	AOC2023@teachermatic.com	2024 Feb 09 08:32	No	<button>Subscribe</button>  <button>Remove from organisation</button>

To **unsubscribe** an organisational user account to a free account, simply click the '**Unsubscribe**' button.

Raja Azian	ezy@teruselearning.co.uk	2024 Jan 10 08:11	Yes	<button>Unsubscribe</button> <button>Make Admin</button>
Oliver Stern	oliver@teruselearning.co.uk	2023 Dec 04 14:32	Yes	 <button>Unsubscribe</button> <button>Make Admin</button>
Sidik Setiawan	sidik@teruselearning.co.uk	2024 Feb 12 11:17	Yes	

## Administration accounts.

The main administrator for the organisation can make other accounts administrators. For example, an organisation might want an administrator for each department.

To make someone an administrator click "**Make Admin**", alongside the selected account:

First Access	Allocated License	
2023 Dec 14 05:30	Yes	<input type="button" value="Unsubscribe"/> <input type="button" value="Make Admin"/>
2024 Jan 10 08:11	Yes	<input type="button" value="Unsubscribe"/> <input type="button" value="Make Admin"/>
2023 Dec 04 14:32	Yes	<input type="button" value="Unsubscribe"/> <input type="button" value="Make Admin"/>
2024 Feb 12 11:17	Yes	
2024 Jan 10 08:10	Yes	<input type="button" value="Unsubscribe"/> <input type="button" value="Make Admin"/>

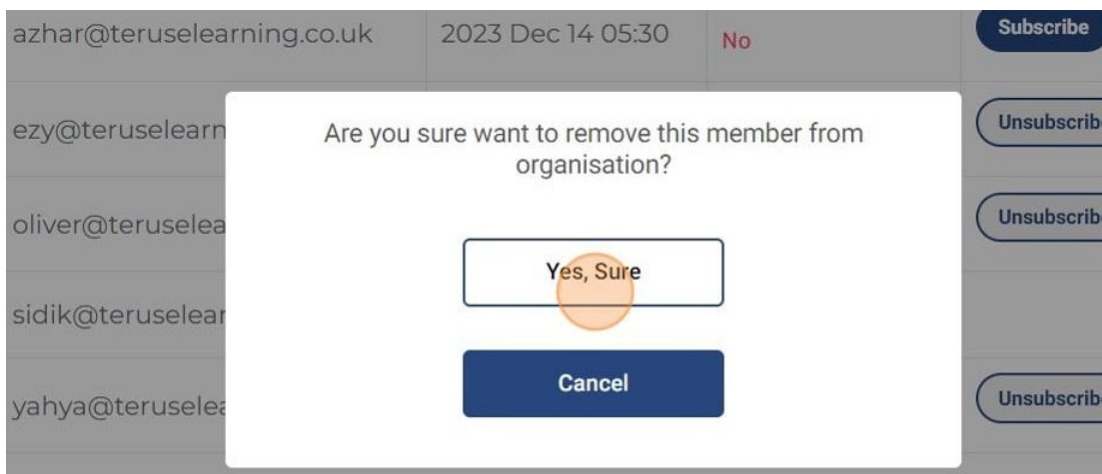
### Removing a user

If someone leaves your organisation as an employee, you will want to remove them from your TeacherMatic Organisation too.

To do this they need to be unsubscribed first by clicking the '**Unsubscribe**' button'.

Then click "**Remove from organisation**" to remove them from your organisation.

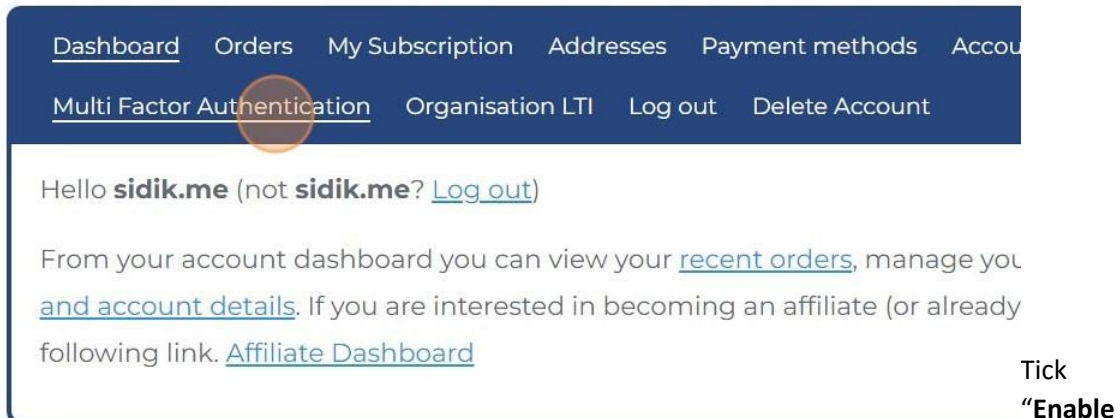
Access	Allocated License	
Dec 14 05:30	No	<input type="button" value="Subscribe"/> <input type="button" value="Remove from organisation"/>
Jan 10 08:11	Yes	<input type="button" value="Unsubscribe"/> <input type="button" value="Make Admin"/>



## Multi Factor Authentication

Your organisation might have a policy that requires Multi Factor Authentication (MFA) on any systems or software, that staff have access to. As administrator, you can set MFA ON for all your all organisation. Once the MFA set as ON, your organisation members cannot choose to set the MFA OFF.

Click "Multi Factor Authentication"



**Multi Factor Authentication for all members**". When this is enabled, all members require to use MFA when logging onto TeacherMatic. The second option **"MFA for your account"** in this dialogue box allows individuals to set their personal preference for using MFA on their account. However, once MFA has been switched on at the organisational level individuals cannot independently set MFA off.

Once any changes have been made, it is important to click "Save changes".

