



Giving people tutor access

As a Learn My Way tutor you can also give other people in your centre tutor level access. This will give them access to all the same features that you have.



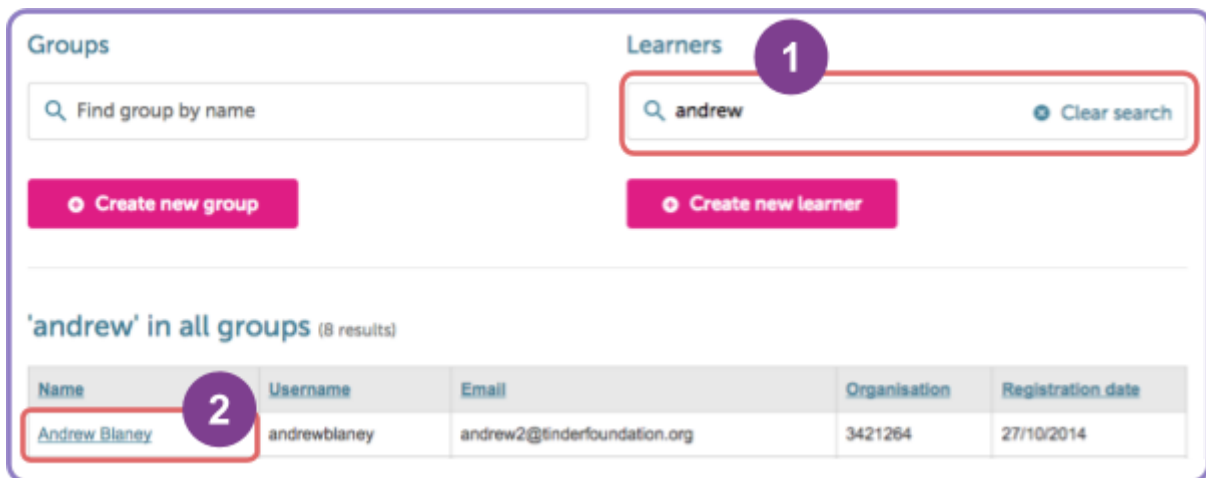
Please note that before you can give someone tutor access they need to have their own Learn My Way account. If they don't have an account they should register before you continue.

1. Find learner by name

Use the 'Find learner by name' feature to search for the person's name.

2. Select their name

Select the person's name from the list of results.



Groups

Find group by name

Create new group

Learners

1

andrew

Clear search

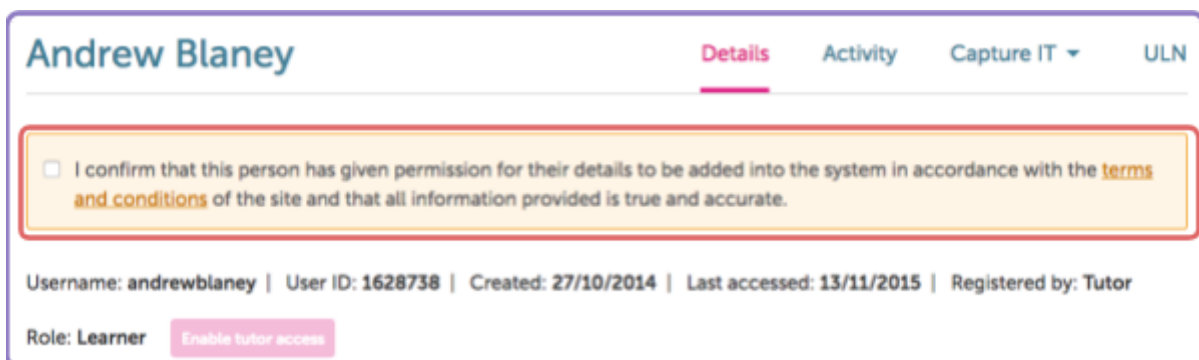
Create new learner

'andrew' in all groups (8 results)

Name	Username	Email	Organisation	Registration date
Andrew Blaney	andrewblaney	andrew2@finderfoundation.org	3421264	27/10/2014

The 'Details' page will be displayed.

Before you can edit the details you need to confirm that the person has given their permission for you to add their new details. Select the 'confirm' box to proceed.



Andrew Blaney

Details Activity Capture IT ULN

I confirm that this person has given permission for their details to be added into the system in accordance with the [terms and conditions](#) of the site and that all information provided is true and accurate.

Username: andrewblaney | User ID: 1628738 | Created: 27/10/2014 | Last accessed: 13/11/2015 | Registered by: Tutor


Role: Learner Enable tutor access

Select the 'Enable tutor access' button.

Username: andrewblaney | User ID: 1628738 | Created: 27/10/2014 | Last accessed: 13/11/2015 | Registered by: Tutor

Role: Learner

Finally, select 'Confirm tutor access'

 Are you sure you want to give Andrew Blaney tutor access? This will mean they can view and edit all learners and groups in your centre.

Tutor access will be confirmed.

 Tutor access successfully enabled  Close

You can also remove tutor access from someone, for example if you had previously given a volunteer at your centre tutor access but they have since stopped attending.

Use the 'Find learner by name' feature to search for the person's name and select it from the list of results.

Select the 'Remove tutor access' button.

Username: andrewblaney | User ID: 1628738 | Created: 27/10/2014 | Last accessed: 13/11/2015 | Registered by: Tutor

Role: Tutor [Remove tutor access](#)

Removal of tutor access will be confirmed.

✔ Tutor access successfully removed [✕ Close](#)