TAHI
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Overview and Quick Start Guide

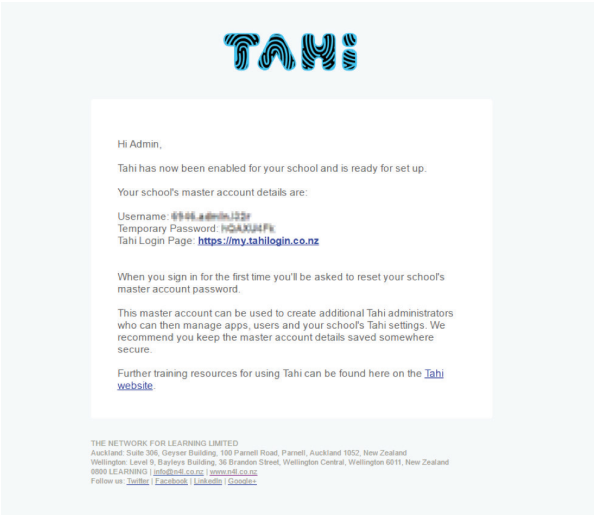
N4L

Overview & Quick Start Guide

Your school's Student Management System (SMS) is the source of truth with regards to all student information. These details are what will allow Tahi enabled apps to have access to up to date user information. This means it's essential that your school makes sure the data in your SMS is accurate.

Before you can administer Tahi you'll need to ensure your school has signed up and that your SMS is sending data to Tahi. You can find more information on how to do this here.

Once you've cleaned up your data and enabled the SMS Extender, the next step is to set up a few details inside the Tahi system. The first time your SMS syncs with Tahi you will receive an email that will contain your initial login details. It will look similar to this:



TAHI

Hi Admin,

Tahi has now been enabled for your school and is ready for set up.

Your school's master account details are:

Username: [redacted]
Temporary Password: hQAXUHFk
Tahi Login Page: https://my.tahilogin.co.nz

When you sign in for the first time you'll be asked to reset your school's master account password.

This master account can be used to create additional Tahi administrators who can then manage apps, users and your school's Tahi settings. We recommend you keep the master account details saved somewhere secure.

Further training resources for using Tahi can be found here on the Tahi website.

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This login account is the school's 'Master User' that your Tahi Administrator can use to assign administration roles to other users, including their own personal account. The Master User account is not intended to be used regularly.

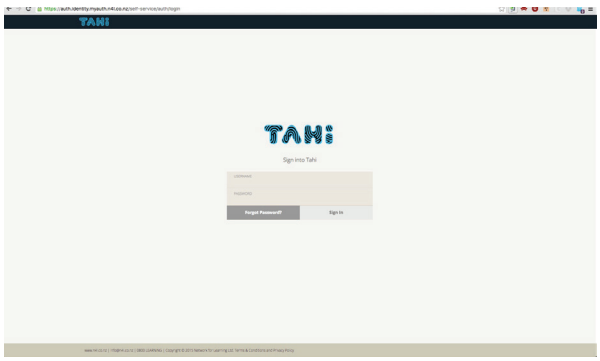
The format of the Master User account will be:

<Your School MOE Number>.admin.<random letters>

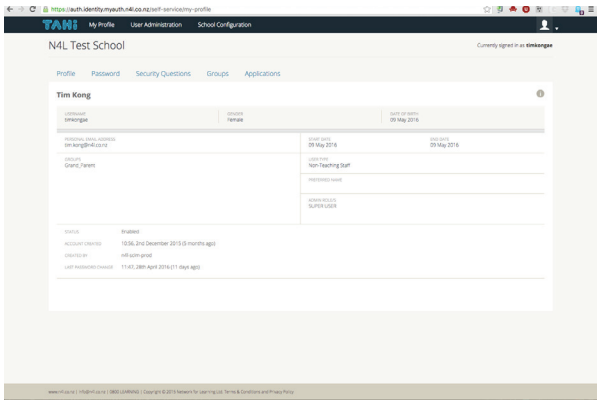
e.g. 1234.admin.abcd

This is so that you don't confuse it with your personal account in Tahi. One way to think of this account is that it is linked to the school and that, as the person responsible for administering Tahi, you are responsible for this account. We recommend you keep this Master User account safe and secure as it is specific to the school.

Using the master login details - log into Tahi (https://my.tahilogin.co.nz/)



On your first login to Tahi you'll be asked to change the password for the Master User. The first page you will see once you've logged in is your profile page. As this is the 'first time' login, the Master User details will be visible.



The details in the centre of the page are a summary of your account and is where you can also administer your account.

This page is the default for most users. Here you can change your personal details including your Tahi password & security questions, check which groups you belong to and also confirm what apps you're able to access using your Tahi identity.

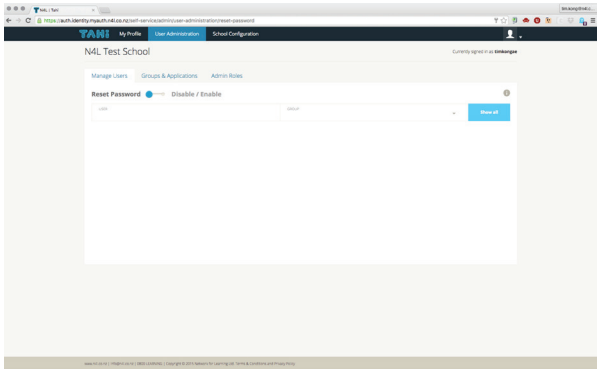
As a Tahi Administrator you will see two other sections in the top toolbar

- User Administration
- School Configuration.

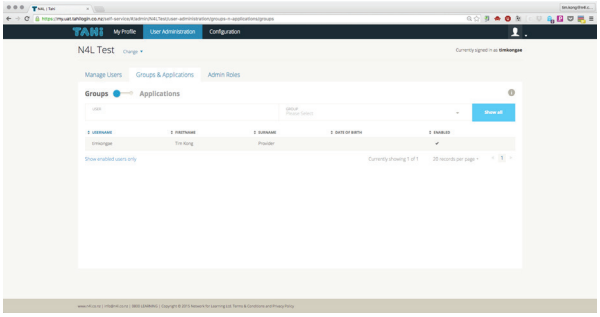
In each of these sections select "Show All" to bring up a list of all users, or if you know the name of a user or a group they are assigned to, you can search for them. You can search for just a name or a group, you don't need to combine the terms to search effectively.

Let's start with the User Administration tab. There are three sections here;

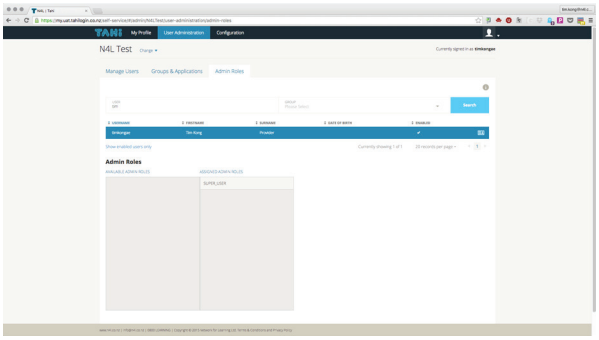
1. **Manage Users:** This section allows you to reset passwords for users.



2. **Groups & Applications:** This section allows you to manage what groups and and applications are assigned to users.



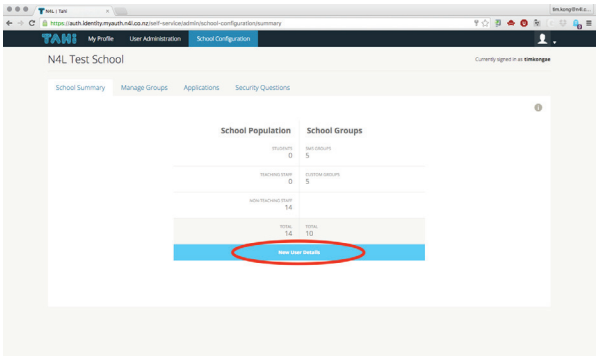
3. **Admin Roles:** This section allows you to view the administration roles that are available and may be assigned to teachers and non-teaching staff users in Tahi.



In the School Configuration tab there are four sections, as shown In the following screengrabs. However, as the "Security Questions" section will be available to schools at a later date this guide focuses on the three currently available to schools.

1. **School Summary:** On this page you can confirm that;

- The data in Tahi matches the data that is in your SMS.
- The number of students, teaching staff and non-teaching staff match what exists in your SMS.
- Your SMS has synced with Tahi correctly.
- The number of students, teaching and non-teaching staff and any SMS groups match what is in your SMS.



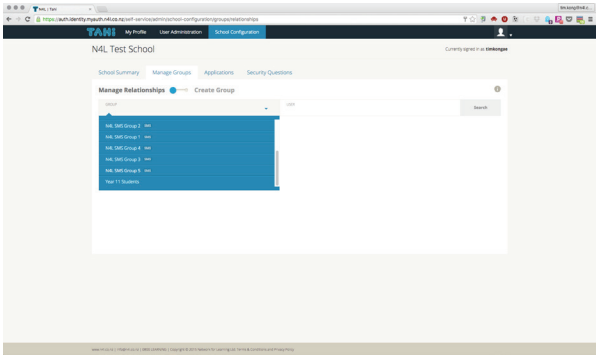
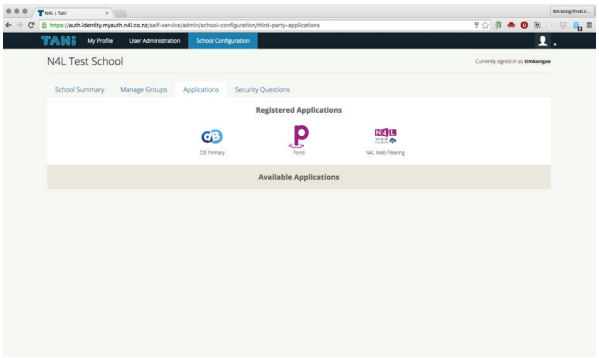
It is from this page that you will use the "New User Details" option to download a .CSV file that has your user's Tahi usernames and initial passwords.

This exported file can be used to provide each of your users with their Tahi username and password, which they can then utilise. Selecting this option will export a .CSV file that can be opened in Microsoft Excel or any spreadsheet application.

You can then issue usernames and initial passwords to your users via whatever method you select. **This option will only export 'First Time' users.** If a user has already logged in and reset their password their details will not appear here.

To see all users use the 'User Administration' section.

2. **Manage Groups:**
   Any subjects, classes, departments or groups a users is part of in your SMS will be reflected in that user's Tahi profile. Tahi enabled apps will be able to access this information to allow their service to be customised. Some app providers may request users are placed into specific groups to allow access to certain functions within their app.



3. **Applications:**
   In this section you can view what Tahi enabled apps are available to your school. You can also view the Tahi enabled apps that you have registered for and manage the provisioning of these apps accordingly.