



Sign Up Process

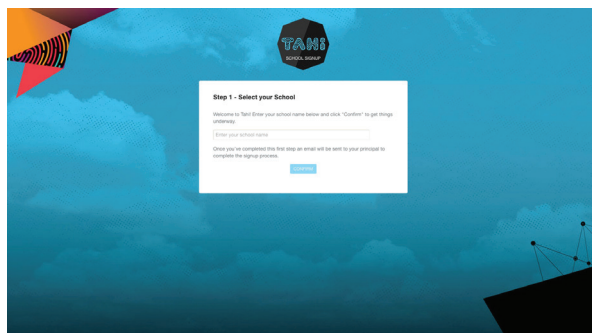
Schools



Tahi Sign Up Process

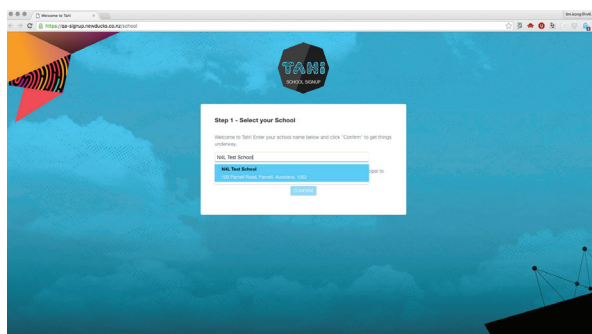
To sign up to Tahi, follow the steps below.

1. Go to <http://www.n4l.co.nz/tahi/schools/>, and click on the sign up button. From here you will be redirected to the Tahi signup form below:



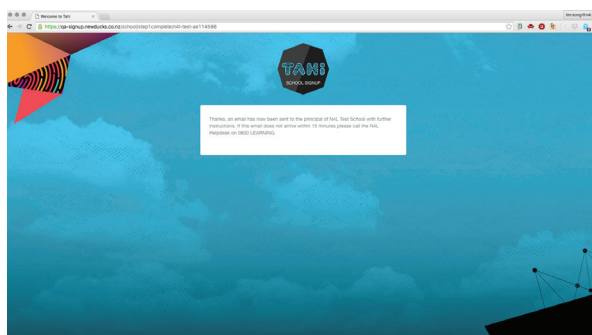
The screenshot shows the 'Step 1 - Select your School' form. It has a blue header with the Tahi logo. The form area is white and contains the following text: 'Welcome to Tahi! Enter your school name below and click "Submit" to get things underway.' Below this is a text input field labeled 'Enter your school name'. At the bottom of the form is a blue 'Submit' button. A small note at the bottom of the form states: 'Once you've completed this first step an email will be sent to your principal to complete the signup process.'

2. Enter the name of your school (the school name should auto-fill as you type). In this case it is our N4L Test School.



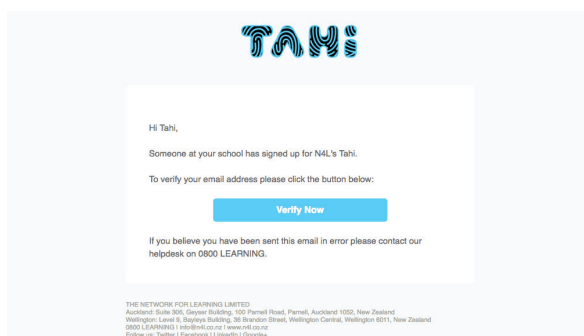
This screenshot shows the same 'Step 1 - Select your School' form, but the text input field now contains 'N4L Test School'. The blue 'Submit' button is still visible at the bottom.

3. An email will now be sent to the Principal of your school to verify their email address. If an email has not been received within 15 minutes, an authorised person will need to call N4L to update your Principal's contact details.



This screenshot shows the 'Step 1 - Select your School' form with a confirmation message displayed in a white box in the center. The message reads: 'Thanks, an email has now been sent to the principal of N4L Test School with further instructions. If this email does not arrive within 15 minutes please call the N4L Helpdesk on 0800 LEARNING.' The blue 'Submit' button is still visible at the bottom.

The email will look similar to this.



The screenshot shows an email verification message from Tahi. It has a blue header with the Tahi logo. The main content is in a white box and reads: 'Hi Tahi, Someone at your school has signed up for N4L's Tahi. To verify your email address please click the button below:'. Below this text is a blue button labeled 'Verify Now'. At the bottom of the white box, it says: 'If you believe you have been sent this email in error please contact our helpdesk on 0800 LEARNING.' At the very bottom of the email, there is small text providing contact information for The Network for Learning Limited, including their Auckland and Wellington offices and social media links.

4. Select 'Verify Now', from there you will be redirected to the next step in the signup process.

5. Fill in the 'Sign Up' details.

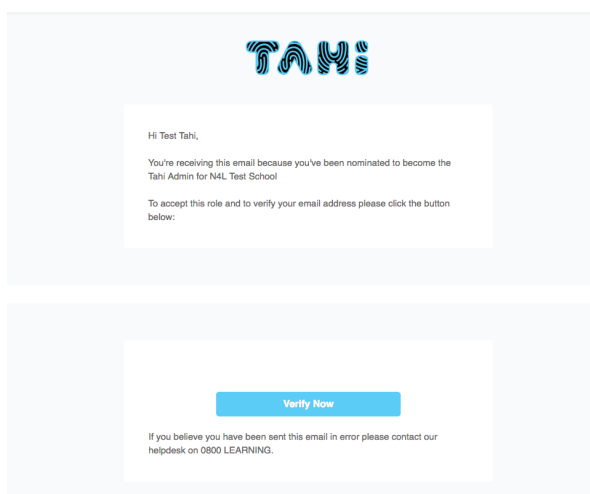
The Principal will need to complete the details on this page:

- **SMS provider**
This helps us provide you with the correct instructions for your school's SMS
- **Your Tahi Administrator**
This can be the same email address as the Principal, or a nominated and trusted individual who will administer Tahi for your school. This user at the school will have the main administration role in Tahi, and be able to assign additional administrators.
- Tick the appropriate boxes to indicate you accept the terms and conditions.

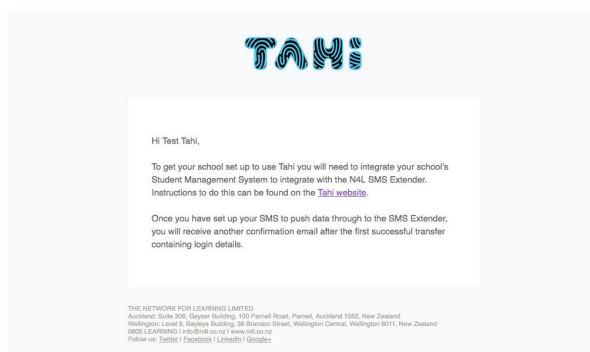
6. Then select the "Sign Up Now" option.

An email will then be sent to the Tahi administrator that was specified in the Sign Up details page.

The email will look like this:



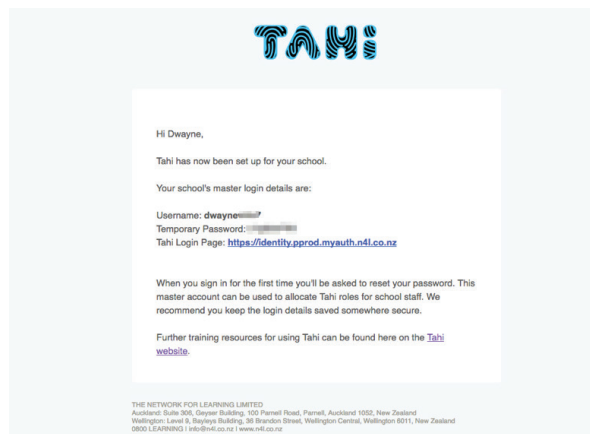
7. Select 'Verify now'. When your nominated Tahi Administrator selects "Verify Now" they will be returned to the Tahi signup page and receive an additional email with instructions on how to configure your school's SMS for Tahi as follows:



8. The Tahi Administrator will now need to log in to your school's SMS and enable it so that the SMS is sending data to Tahi. Instructions on how to do this can be found [here](#).

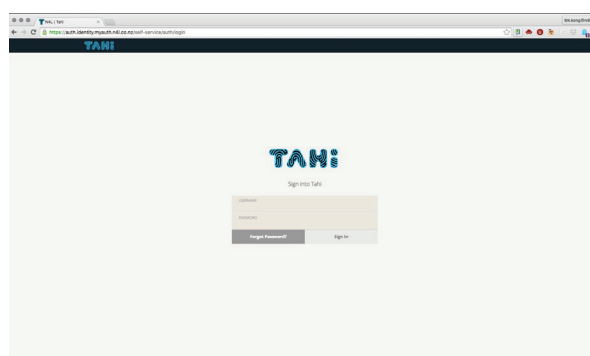
Please Note: The first time your school's SMS syncs with Tahi, the Tahi administrator will receive an email with the school's master username and password. This master user account will allow the Tahi Administrator to assign admin roles to other staff members.

The email will look similar to this:



It will also allow the Tahi Administrator to login to the Tahi site and administer the users for the school.

The Tahi login page is: <https://my.tahilogin.co.nz>



We have created a separate document for the Tahi administrator, to assist them with the key parts of getting Tahi up and running.

That document is called 'Tahi Admin Overview and Quick Start Guide' and can be found [here](#).