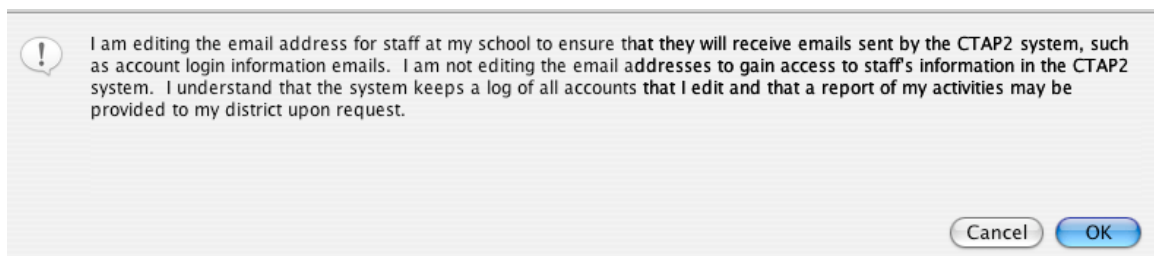


## CTAP<sup>2</sup> QuickTips for Site Administrators

### CLEAN UP EMAIL ADDRESSES

It's time for your annual CTAP2 survey with teachers. You want to use CTAP's reminder system to email teachers their passwords. Some email addresses are not current. Or maybe some already bounced back to you as being inactive. Here's how you update the list.

1. Log onto CTAP<sup>2</sup>
2. Click on the **Administrator Tab**.
3. Click on the **Schools** Menu Button (Left side of the screen)
4. Search for your school.
5. Click on **VIEW USERS**
6. Check off "**VIEW ALL**"
7. The next screen will bring up a list of your teachers.
8. At the top of the list is a button for **Edit User's Email**. Click on it and a warning will appear. Click ok.



9. A list of teacher names and **editable email addresses** will appear. You will be able to make all of the changes from the same screen.