

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

### SEND PASSWORD REMINDERS TO YOUR TEACHERS

Got a CTAP<sup>2</sup> session with your teachers coming up? Follow these easy steps to send out password and log-on information in advance.

1. Log onto CTAP<sup>2</sup>.
2. Click on the **Administrator Tab**.
3. Click on the **Schools (Left side of screen)**.
4. Search for your school.
5. Click on **View Users**.
6. Scroll down to the bottom of the screen and click on the button for **EMAIL LOG-INS TO ALL USERS**.
7. The next screen will allow you to include a text message to go with it.
8. Click on Send.
9. Teachers will be sent log-on information. You will receive an email back informing you of which email accounts were unable to receive the message.