Creating Leader, Supervisor, and Admin Accounts

Overview

There are four roles that are available to users in each Pisces group:

- **Student:** The user can join open rooms and drop off papers and questions in that group. The user can open study groups rooms, but she will not be able to open any other rooms in that group.
- **Leader (Tutor):** The user can open one-on-one rooms, online meetings, and online conferences to help students in that group. The user can also provide feedback for papers and questions dropped off in that group.
- **Supervisor:** The user can join ongoing one-on-one sessions as a third participant. The user can also view all sessions for that group in the locker.
- **Admin:** The user can set the roles of users in that group and create group messages.

In each group, a user must be a student or a leader. The other two roles can be added independent of that. For example, a user could be a leader and supervisor in a group.

Creating Accounts

1. Connect to a Pisces group for which you have admin access. Note that this is the group in which you will be managing user roles.

2. In the upper-right corner, select the "Manage Users" link. This will pull up a table of all users in that group.

3. Select the "Add a New User to This Group" button.

4. Fill out the form to create the account that the leader, supervisor, or admin can use to log in at https://www.gopisces.com.

5. Select the "Add User" button.

6. Find the user in the table of users.

7. Check the first ("Tutor") column if the user should be a tutor or other type of leader in that group, check the second ("Supv") column if the user should be a supervisor in that group, and check the third ("Adm") column if the user should be an admin in that group. If a user isn't a leader, then the user will be a student.

8. Repeat for each account you want to create.

For More Information

If you have any questions about managing user roles, submit a support request or contact a friendly support representative at (813) 674-0660 x204.