

## Admin Portal Guide

### What is the Admin Portal?

The Admin Portal is the access area for you to manage your onestopenglish institutional subscription. You can access different areas of the Admin Portal depending on your institution's onestopenglish subscription type.

- If your institution has an institutional subscription you can access the 'Account' page to edit contact information about your institution. You can also manage teachers using your subscription under 'Manage users'.
- If your institution subscribes to onestopenglish content you can access all areas of the Admin Portal.
- If you're an institutional PrePay administrator, you can renew your subscription on the 'Renew' page.

### Using the Dashboard

When you log in to the Admin Portal you will see the Dashboard where you can check your subscription status. From here, click on the tab you need to manage your onestopenglish institutional.

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Dashboard Account Manage users Renew Contact Help

#### Dashboard

Subscription period: **19 October 2015-19 October 2016**

Welcome to your Institutional Subscription portal. Here you can check your subscription status and manage your institutional profile.

Your subscription includes:

- Subscription band: **5 teachers** 5 remaining | [Manage users](#)

## Using the 'Account' tab

To update your institution's details and contact information, click on the 'Account' tab. If your institution has an institutional subscription, your details will have been filled in automatically when you set up the subscription, but you can edit the information on this page if your details change.



### Account

\*Required

You can use this page to edit your company's account details.

**Company Details**

**Company name\***

**Address**

**Address 2**

**Address 3**

**Town**

**County**

**Country**

**Postcode**

**Telephone**

**Fax**

**Url**

**Institutional VAT / IVA number**

**Company Contact Information**

**Contact title\***

**Contact name**

**Contact telephone**

**Contact email**

Enter your company name and contact details here. Fields marked with an asterisk are mandatory.

Enter your company contact information here. This information is for the onestopenglish team to contact your institution and will not be displayed anywhere on the onestopenglish site.

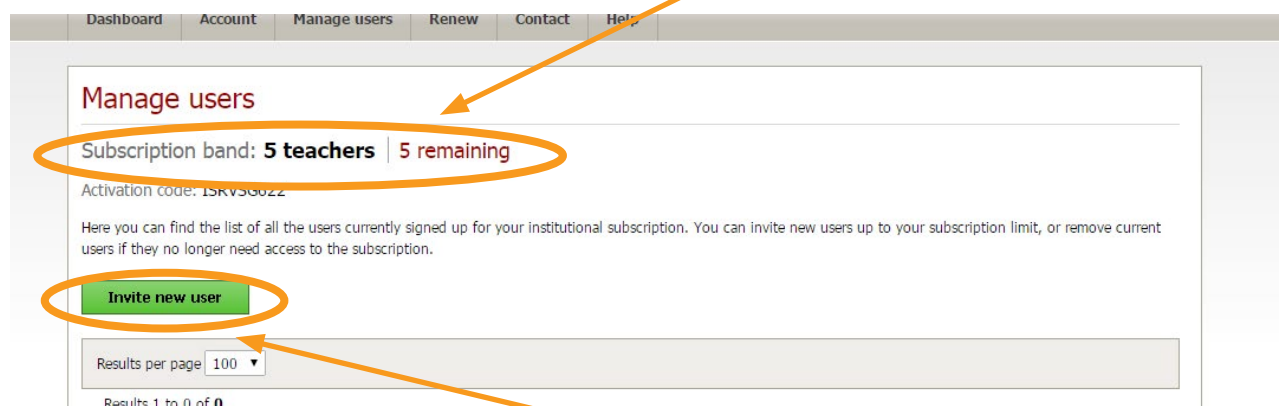
Click 'Cancel' to leave the page without saving your changes. Click 'Save' to save the information you have added.

## Using the 'Manage users' tab

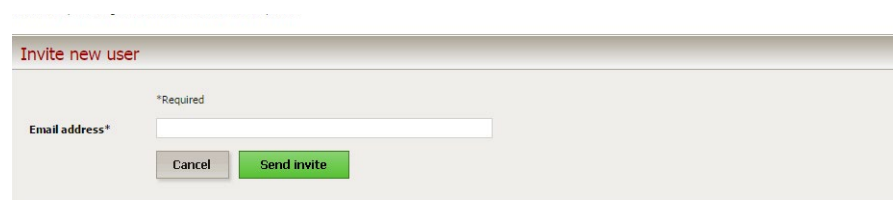
To manage teachers on your institutional subscription, click on the 'Manage users' tab. On this page you can allocate access to teachers, delete access and reallocate access to new teachers, or change teachers' details, for example email addresses.



The content band tells you the number of teachers you have as part of your onestopenglish subscription, and how many accesses you have remaining.



To provide access to a new teacher, click the 'Invite new user' button.



Enter the email address of the new teacher and click 'Send invite'. An email will automatically be sent, containing an activation link that the new teacher must click to activate their account.

### Manage users

Subscription band: **5 teachers** | 0 remaining

Activation code: ACT1JMW

Do you need access for more users? [Contact us](#) to upgrade.

Here you can find the list of all the users currently signed up for your institutional subscription. You can invite new users up to your subscription limit, or remove current users if they no longer need access to the subscription.

Results per page: 100

Email address	First name	Last name	Remove
Dennis@eemail.com	Dennis	Alan	
MaryLou@tonline.com	MaryLou	Brown	
Fred@hitmail.co.uk	Fred	Collins	
aliali@yahee.com	Ali	Frances	
aaa@www.com	Alice	Milligan	

Results 1 to 5 of 5

Use the drop-down button to display 30, 50 or 100 users per page.

Use the headings to filter user information alphabetically in ascending or descending order.

Click the delete icon to remove a teacher from your subscription. Once you have removed a teacher you can reallocate the subscription to a new teacher.

Do you need access for more users? [Contact us](#) to upgrade.

If you have allocated all of your teachers you will see an option to upgrade your subscription.

## Using the 'Renew' tab

To renew your institution's subscription, click on the 'Renew' tab.

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### Renew

To make sure there are no interruptions in your institutional subscription access, we will automatically renew your subscription. You will receive an invoice at the time of your renewal. If you would prefer to downgrade your level of access or not to renew your subscription, please contact us at least two weeks before your subscription is due to expire.

If your institution has a PrePay institutional subscription, you can reactivate your subscription on this page. If your institution doesn't have a PrePay institutional subscription, your subscription will be renewed automatically.

If you would like to upgrade your subscription, please contact [help@macmillaneducation.com](mailto:help@macmillaneducation.com).