



Modifying Teacher Accounts

AIMSweb allows you to modify teacher accounts quickly, which is helpful when a name change takes place, the teacher changes grade levels, or there is some other error in the teacher's information.

Login to the AIMSweb system using your School Manager account and select the **Teachers** area for your school.

Locate the teacher for which you want to change their information. Click the **Edit** button in the Action column.

[Create Account Information Slips for Teachers](#)

Teacher Name	Action	User (click to modify)
Appleseed, Johnny	Edit Delete Deactivate	applej
Grade 5 Edit Roster Delete Class		

Make the changes that you need to make in the appropriate fields. Make sure, if you change either the Username or Password, that you select the checkbox next to the Email Password to User so that the AIMSweb system will email them the updated information.

User Type:

Username:
(case-sensitive)

Email address:

Password: type new password to change (case-sensitive)

Retype Password: retype new password to change (case-sensitive)

Generate New Password

Email Password to User

First Name:

Last Name:

Click the Save button to save the modifications.

