

How does a school invite its employees to create NWAIS accounts?

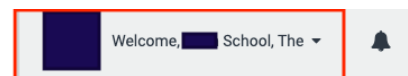
Step 1: Sign in as member school



[SIGN IN](#) [CREATE AN ACCOUNT](#)

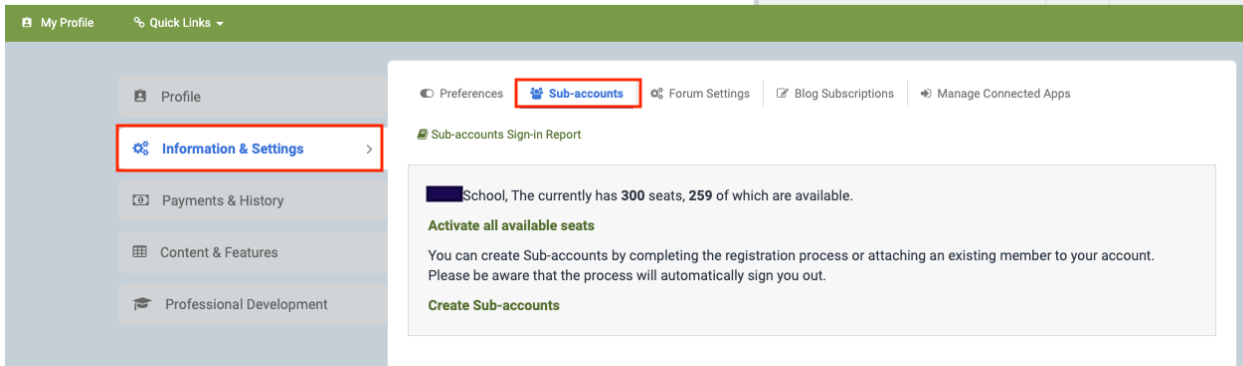
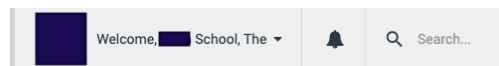
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The master account holder aka member school (HOS or designee) will login to their master school account profile and access the manage profile page under the Welcome tab in the upper right hand corner.



Step 2: Sub-account Management Page

Underneath the "Information & Settings" section there is a "Sub-accounts" icon that the member school can select. This will direct the member school to the invitation page where they can invite member employees and non-employees (ex: board members) directly or create new sub-accounts on their behalf.



Step 3: Invite/ Create Sub-accounts

The member school can either create and account for a school employee, send a direct link or insert invitees email address in the box provided for an invite.

Option #1: the choice to create the new employee's account on their behalf. The member school will be prompted to log out first before creating the sub-account. Then the system will allow the member school to go through the sub-account registration process.

 School, The currently has **300** seats, **259** of which are available.

Activate all available seats

You can create Sub-accounts by completing the registration process or attaching an existing member to your account. Please be aware that the process will automatically sign you out.

Create Sub-accounts

- **Option #2: provide a direct link with a personalized message to the employee/non-employee to fill out their own profile as a sub-account outside of the website.** This will require the member school to send the message from its own email client.

Your Sub-accounts Direct Link [\(get a new public key\)](#)

https://nwais.org/general/register_start.asp?regkey=A6755A7E-0BCF-4194-83D6-341C623BBA61

Your Sub-accounts direct link may be provided to potential Sub-accounts by using the link above. Using the form below will include a sign-up link which expires in 30 days.

To expire the direct link, click **get a new public key** link above.

- **Option #3: use the system's generic email notification to invite employees to become sub-accounts.** The member school can enter up to 49 recipient's emails per message.

Invite New Members

You may enter the email address of up to 50 recipient(s), either comma or semi-colon separated or one address per line.

Send Invite

Step 4: Sub-account Registration Process

The sub-account will have to go through the registration process with the link included in the email to become an actual member. Once the registration is completed, the sub-account will then be approved by NWAIS.

Step 5: Managing Sub-accounts

Once approved, the sub-account is now attached to the member school and can be managed by it. There are also features available to export data, edit profile information, detach sub-accounts, suspend sub-accounts, view account information, or sign-in as the employee.

 Export Sub-accounts (Unicode)

Options

