How to add multiple resources to an existing Originator Agreement

When a district adds an originating agreement that covers multiple resources offered by the vendor, they can now easily add these with a click of a button. If the district is not using all the resources covered by the DPA then, they can still add them to the system so others can subscribe to the agreement without them publicly showing on the originating district’s listing.


Go to ‘Your District’s Agreement’ > ‘Manage Agreements’:

Clicking this option pulls in all the Agreements from your District.

You can sort the list by any of the headers at the top of the table.

You can also use the Search bar to find a specific Agreement.

Locate the Agreement that needs multiple resource listings:

Click on the “Add More Resources Covered by DPA” button.
As you will see from the image below, the Agreement example for Achieve3000, Inc. has many resources that may or may not be covered by the Originator’s Agreement.

**STEP ONE:** If you are using the specific resource in your District:

- Click the ‘Add to My District Listing’ button

**STEP TWO:** If you are not using a specific resource, but it is included in the Originating Agreement:

- Click on ‘Not In Use: Add to Registry’ button.
- This will allow others to subscribe to the resource (Exhibit E) if they would like to (and if the Vendor allows it), but it will not show in your public districts listing.

<table>
<thead>
<tr>
<th>Resource Name</th>
<th>Add to My District Listing</th>
<th>Not in Use: Add to Registry</th>
</tr>
</thead>
<tbody>
<tr>
<td>Achieve3000 Actively Learn</td>
<td>Add to My District Listing</td>
<td>Not in Use: Add to Registry</td>
</tr>
<tr>
<td>Achieve3000 Literacy</td>
<td>Add to My District Listing</td>
<td>Not in Use: Add to Registry</td>
</tr>
<tr>
<td>Achieve3000 Math</td>
<td>Add to My District Listing</td>
<td>Not in Use: Add to Registry</td>
</tr>
<tr>
<td>Achieve3000 Pro Literacy</td>
<td>Add to My District Listing</td>
<td>Not in Use: Add to Registry</td>
</tr>
<tr>
<td>Smarty Ants</td>
<td>Add to My District Listing</td>
<td>Not in Use: Add to Registry</td>
</tr>
</tbody>
</table>

Showing 1 to 5 of 5 entries

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**It is the Originator’s responsibility to add ALL resources covered by the Agreement.**

If you select the ‘Not In Use: Add to Registry’ option, the resource is made available to other Districts but DOES NOT show in your public listing.