Inviting new users

From PaCT
1. Go to the **Manage tab** in PaCT and then click on **invitations**
2. A list of teachers' email addresses and names will be automatically populated if you have completed the SMS transfer
3. If a staff member does not require access, click on the tick box on the left and then click *Hide* at the top of the list
4. Select the which tool (PaCT or TWA) to give them access to
5. If required, tick the school leader box on the left. School leaders have access to school reports. The default setting is for a user to have access as a teacher.
6. **Click **Send all invitations** to the teachers and leaders who need access to PaCT.**
7. Teachers then need to open the email and click on the link.

Note: You cannot change the name of the person, but you can change their email address if required. If you need to change the name on an invitation, please delete their invitation in the table below and update the teacher's details in your SMS. The new invitation will be displayed below the next time the system syncs with your SMS.

It is important that you do not overwrite a pre-populated line with another person. For any users that do not require access to PaCT

If you haven't used an SMS import, or if some data has not been pre-populated, you will need to manually enter the details (e.g. email address and/or first and last name) of all the teachers at your school that need to be invited to use the PaCT.

We **shape** an **education** system that delivers **equitable** and **excellent outcomes**
He mea **tārai** e mātou te **mātauranga** kia **rangatira** ai, kia **mana taurite** ai ōna **huanga**

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