

MTSS-B PLATFORM AND USER ACCESS



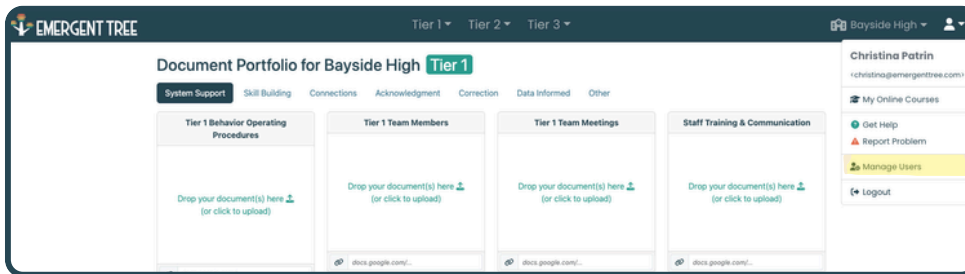
Quick Guide: Follow the steps below to add a user and grant Implementation Tool access

Access to the Platform

- 1 Log in using your district email (Classlink, Google, email account).
- 2 In the top right corner, type in your school name.
- 3 Select the school to add.

Access to the Implementation Tools

- 1 To add a campus user, select their correct campus.
- 2 Select the desired tier.
- 3 Under Implement, select Campus Portfolio.
- 4 Navigate to the user icon in the top-right corner.
- 5 Select Manage Users.



- 6 To add the user, in the personnel field that best describes their role, click the field and type their name. Press Enter.

Key Personnel for Bayside High Tier 1 Tier 2 Tier 3

Campus Administrator	Classroom Teachers	Other Campus Staff	District Personnel
Kayla Roman	User 1	Stacy	Christina Patrin CO-CHAIR
Stacy Morgan			Robby Morgan CO-CHAIR

- 7 To complete the user profile, select the user's name, enter the email address, and primary role. Save.

- 8 To grant access, select their name. Beside their name, select the User icon to grant access to the Implementation Tools.