

Setting up users in EduSuite Admin

1. Once the CAMI programs are installed click on the **EduSuite Admin** icon on the desktop to set up the student details.



EduSuite
Admin

2. A welcome message will appear requesting your user details. Click on **'OK'**.



3. In the next screen enter the client details as set out below and click on **'OK'**

User name: the client's registered surname. This is the one on their sales contract and the primary surname that will be entered on the OMS.

Address: Street number and name only.

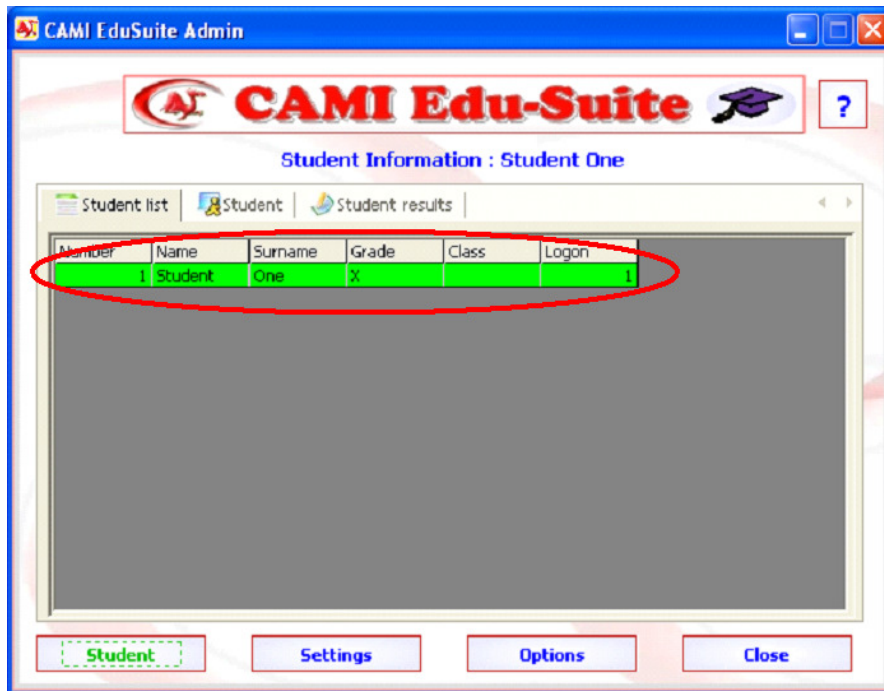
Code: Postcode.

City: This is the suburb that they live in.

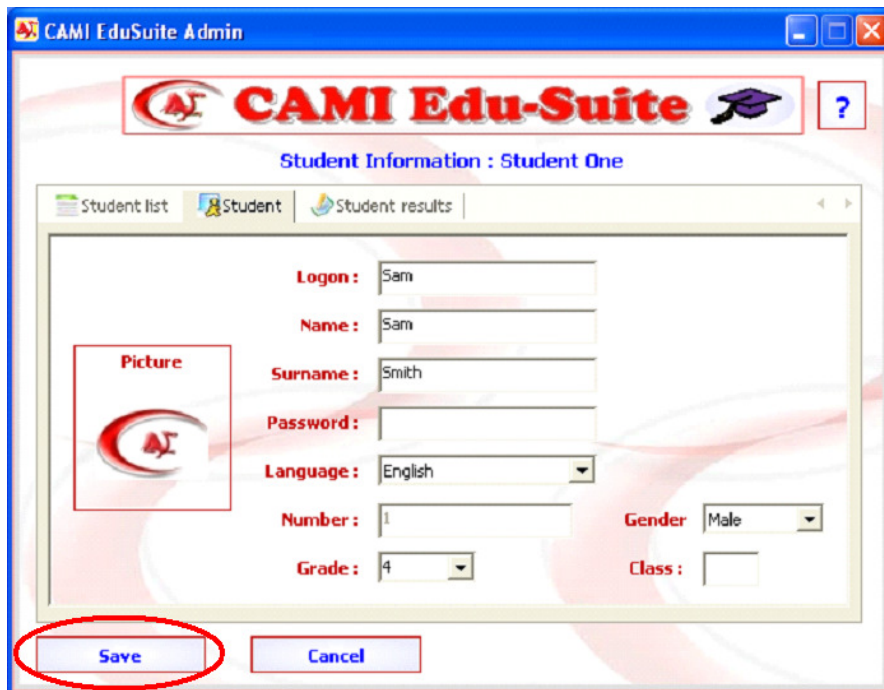
Country: Australia.

A screenshot of the CAMI EduSuite Settings dialog box. The title bar reads "CAMI EduSuite Settings". The main window has a header with the CAMI logo and "CAMI Edu-Suite" text. Below the header is a "Settings" section with a question mark icon. There are four tabs: "Administration", "Symbols", "Autopilot", and "User". The "User" tab is selected. The form contains the following fields: "User name" with the value "SMITH FAMILY", "Full address" with the value "10 Smith St", "City" with the value "Sydney", and "Code" with the value "2000". There is also a "Site ID" field with the value "2010/07/05_16:31:52_nH77s" and a "Country" dropdown menu with "Australia" selected. At the bottom of the dialog box, there are two buttons: "OK" and "Cancel". The "OK" button is circled in red.

4. On the Student Information screen double click on Student One to enter the details for the first student.



5. Enter the student details for the eldest student as below and then click on 'Save'.



Logon: The first name of the student. This is what they will type when they log into each of the CAMI programs.

Name: The first name of the student.

Surname: The surname of the student.

Password: Leave this field blank.

Language: This will default to English.

Number: This field cannot be changed

Grade: Select the Grade level for the student

Gender: Enter the students' gender.
Class: Leave this field blank.

6. To add more students click on **'Student' > 'Add Student'** and repeat the process.

