

Boardmaker Online District



Instructor Invitation

This is the process an instructor will go through when invited to join a district. You will only see this invitation if you already used your school email address to setup a community account.

1. Email Invitation

Follow the directions and Login to your account.

New Invitation...



What's Happened

Amy Greene,

You have been invited to become a member of the Boardmaker Enterprise account for *Oak Hills School District*.

What You Need To Know

You have the following options...

1. You can *decline the invitation* and nothing will happen to your current Boardmaker account.
2. You can *create a new account*, which will create a new account for you within the District, but preserve your existing Boardmaker account.

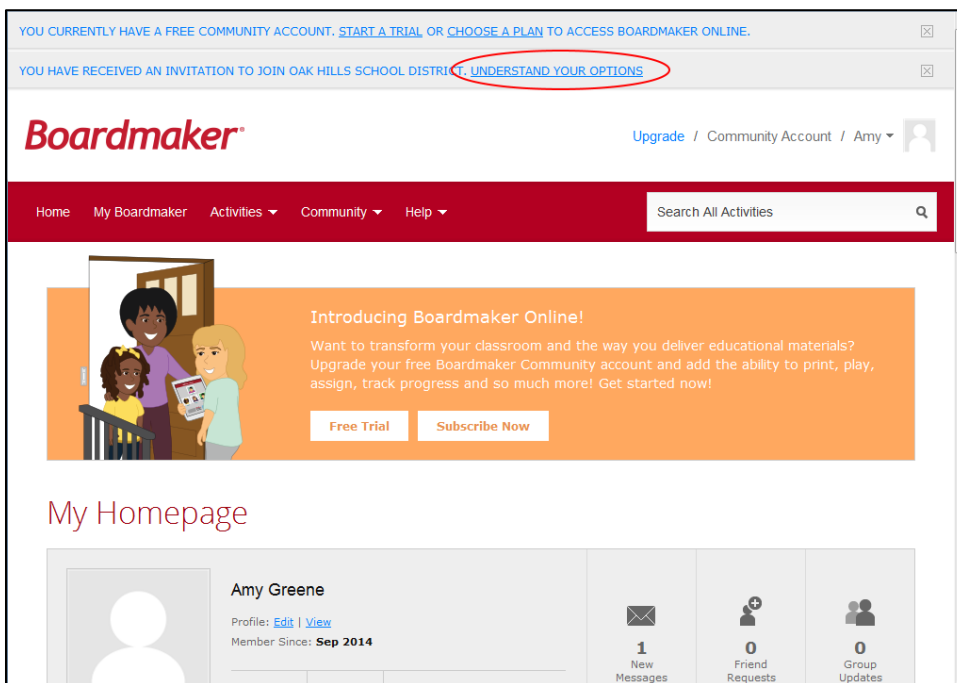
For more details about each option and help choosing the option that's best for you, [login](#) to your account and click the "Understand Your Options" link in the notifications bar at the top of the page. If you don't see the notifications bar, you can go to your "My Messages" area and click the message the reads "Your invitation to join Oak Hills School District".

Support Team / support@boardmakeronline.com

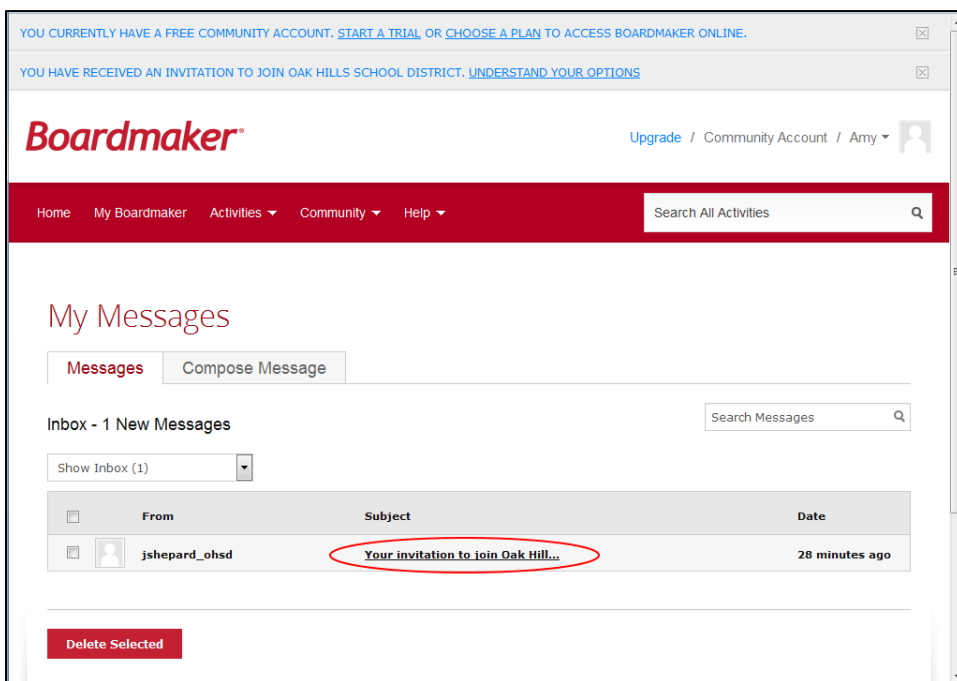
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2. Invitation in Community Account

Look for the invitation at the top of the window.



If you don't see the invitation at the top of the screen select your name, then My Messages and you will see the invitation there.



3. Select "Create New Account"

Choose **Create New Account**

Understand Your Options

You have been invited to become a member of the Boardmaker Online account for Oak Hills School District.

Please select one of the following options...

Decline Invitation

If you decline the invitation, your Boardmaker Online account will not change and you will not be added to the requesting District's Boardmaker Online account.

Accept Invitation

If you accept the invitation, your current account will become part of the District account and you agree to all of the following...

- The District will gain full control and ownership of your current Boardmaker Online account and the activities within it.
- If you leave the District, you cannot take your account or contained activities with you.
- You will be subject to all of the district's account setting, which may or may not result in loss of your Friends connections, Messages and Group memberships.
- If your existing account has an active subscription, you will not be entitled to a refund or credit for the time remaining in the subscription, and any students and student data that are part of that subscription will be lost.

Create a New Account

Select this option to join the District without giving up ownership of your existing account. You will be asked to provide a new email address for your existing account, and the email address that was associated with your original account will be transferred to your new district account. All of your current account settings and activities will be copied to the new District account, leaving your current account unchanged.

Once you have decided what action to take, simply select the option below and click the "Confirm" button.

Please be advised that this action is PERMANENT and CANNOT BE UNDONE.

Decline Invitation Accept Invitation Create New Account

Confirm Cancel

4. Provide Email, Username, and Password

As described below, you need to provide...

- Email Address: This will be used in existing account.
- Username: Unique username for your new account.
- Password: Password for your new account.

Create a New Account

Email Address *

The address provided here will be assigned to your existing account. The email address on your original account will be transferred to the new district account.

greene77@gmail.com

Username *

This username will be assigned to your new district account.

agreene_ohsd

Username may only contain letters and/or numbers

Password *

.....

You must enter a password with a rating of medium or better. The password must be at least 6 characters and may consist of any combination of letters, numbers and/or special characters. Passwords are case sensitive.

Confirm Password *

.....

Create Cancel

After you create the new account, you need to log out of your community account and login to your new District account using your district email address and the password provided above.