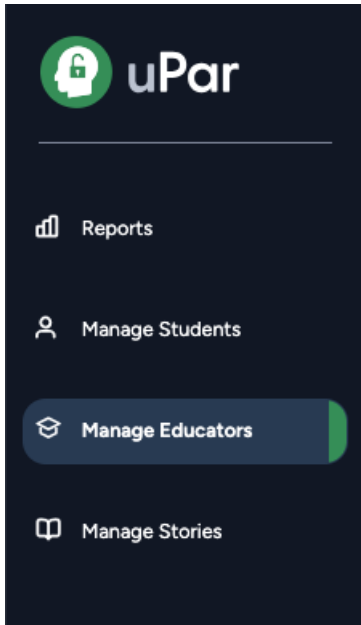


How do I make an Educator an Admin on the uPAR website?

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Steps to make an Educator and Admin:

1. Navigate to: <https://universalpar.com>
2. Sign in as an admin.
3. Select, "Manage Educators".



4. Look for the Educator on the list that you would like to give admin permissions to.
5. Click on the "Cog icon" to the right of the Educator's Name*.



6. Select the permissions levels you would like to give the Educator.

Educator	<input checked="" type="checkbox"/>	Manage and view reports for their students
Analyst	<input type="checkbox"/>	Access reports for all students
Admin	<input type="checkbox"/>	Manage all users

Cancel Save

7. Click on Save.

*Educators need to accept their Educator invite before you can change their permissions. If the "Cog icon" is grayed out and you cannot click on it then the Educator has not yet accepted your invite.