

Script for Registering a Teacher

This video covers the teacher registration process in the ICAM online ordering system

As a DRM, you will be responsible for entering Teacher data into the data base. Once you have registered a teacher, that teacher will be able to register their own students, and order materials.

You will receive a login and temporary password via email. Please login and reset your password as prompted.

Then log in using your secure **User name** and **Password**.

The **Current User** will display your name and position.

Using the drop-down menu, choose the school corporation for which you are adding a teacher.

Click **Add Teacher**: First you need the teacher's email address. If you are both the DRM and the teacher do not register yourself as a teacher. The DRM role supersedes the Teacher role. DRM's can perform all teacher functions.

Enter the email address and click **Find Teacher**.

Now you will see a blue ribbon: **Teachers with Matching Email Address**. Since this is a new entry, no information will display. On the far right gray box, click **Register New**.

Now let's continue to register the new teacher.

Fill in the fields: For **Teacher Type**, choose the **VI Teacher** or **PH/LD Teacher** radio button.

In the Position dropdown box, Select the position title that best fits the teacher's role.

At **Address Type** click the drop-down arrow. Select the type of address and enter the address details in the boxes below.

From the drop-down menu choose the **County**.

Phone Type: use the drop-down to choose the type you need to enter.

Email Address Type: Choose the type and enter below. The email address you entered on the Enter Teacher screen will auto fill to this field.

Location: The drop-down menu will include all the school locations for the school corporation you selected at the top of this page. Choose the school associated with the teacher you are entering.

Click Save.

Now you will see the teacher you have successfully added. Select Add Teacher again to continue adding as many teachers as you need.

To receive your username and password to the new ICAM system please take the survey below:

<https://www.surveymonkey.com/s/ICAMTeacherRegistration>