

# EDUTECH - MYADMIN

ENABLE PENDING NON-AUTOMATED  
ACCOUNTS

**EDUTECH**  
education technology services

**An EduTech Workshop**

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## INTRODUCTION

**In June of each year**, non-automated K12 AD and Office 365 accounts (those not coming from PowerSchool data) will be marked as "**pending renewal**." It is important that District Tech Admins **RENEW** accounts at <https://myadmin.k12.nd.us> between June and September 1.

**Accounts not renewed by 5:00 p.m. on September 1 will be DISABLED.**

District Tech Admins with non-automated accounts will need to renew their own accounts before September 1. Accounts **will work** as normal while set as **pending renewal**.

Non-automated accounts include those manually created with the MyAdmin tool for:

- Students and Staff in school districts not using PowerSchool
- Non-licensed Staff in school districts using PowerSchool, such as non-teaching technology staff and those in the office, kitchen, facility management, school purchasing, etc.

Please feel free to contact the [EduTech Help Desk](#) if you have any questions.

EduTech Help Desk

[help@k12.nd.us](mailto:help@k12.nd.us)

800.774.1091 ND toll free

701.451.7400

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This is a brief guide to **Enable** Non-Automated User accounts that have automatically been marked as **Pending**. This must be done between June and September 1 for users to continue using their K12.ND.US account after September 1 of **each calendar year**.

EduTech will mark **ALL** Non-Automated accounts as **Pending** in June of each calendar year. Two account types:

1. Automated accounts: the licensing is continuous until the user is removed from PowerSchool.
2. Non-Automated accounts; those accounts created in MyAdmin Portal must be renewed every year.

All accounts still **Pending** as of September 1 will automatically be **Disabled**.

So, if you wish to grant a Non-automated user the ability to continue using the O365 account beyond September 1, that account must be marked as **Enabled** sometime between June and September 1 of each year.

## WORKING WITH NON-AUTO USERS

From the MyAdmin Portal you must select Non-Automate users who have been marked as Pending to Enabled between June and September 1. The directions below will guide you through the “pending” to “enabled” process. But first, you must log into the MyAdmin Portal and select the correct District.



FIGURE 1 - MYADMIN BANNER

### Log into MyAdmin

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Log in to the MyAdmin portal – <https://myadmin.k12.nd.us/>

A screenshot of the MyAdmin login page. At the top is the banner from Figure 1. Below it is a white box with a grey border containing a login form. The form has a title "LOGIN" in red. It includes a "User Name" field with the text "Paul.Jensen@k12.nd.us" and a "Password" field with masked characters. There is a green "LOGIN" button and a blue link for "Forgot Password?"

FIGURE 2 MYADMIN LOGIN SCREEN

Enter your [User.Name@k12.nd.us](mailto:User.Name@k12.nd.us) and password

**Note:** The following steps below **must** be performed by the **District Tech Admin**.

## Manage Non-Automated Users

As the District Tech Admin, one process that must be done by you, is to “Enable Non-Auto account” sometime between June and September 1 of **each calendar year**.

### PENDING TO ENABLED

Select *Non-Automated User Management* and *Select* the correct District (you may only have one choice). It would depend on whether you are District Tech Admin for more than one District.

Welcome to the North Dakota K12  
MyAdmin Portal. Which interface would  
you like to use?

- Non-Automated User Management  
 Duplicate User Handling

Select District:

EduTechTest

Submit

FIGURE 3 SELECT NON-AUTO USER AND DISTRICT

Click/tap *Submit*

Click/tap on *View Manage Non-Automated Users*

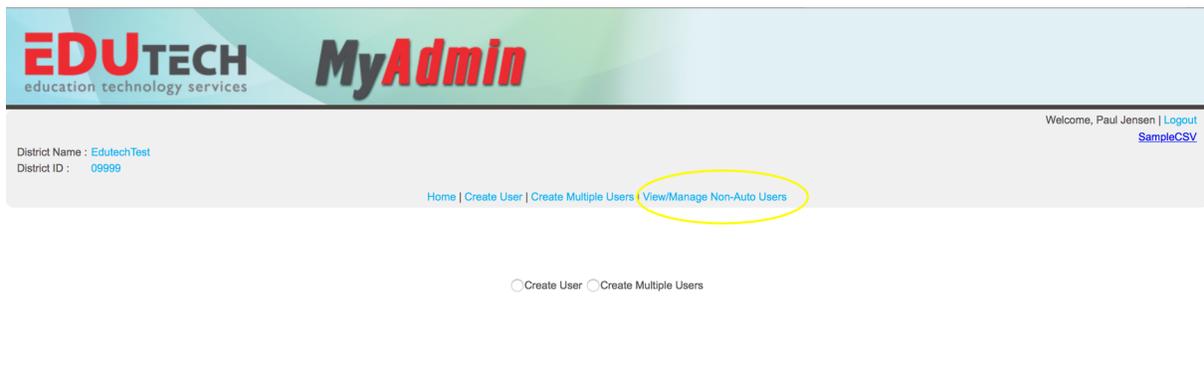


FIGURE 4 VIEW/MANAGE NON-AUTO USERS

Change the *Status* drop-down to *Pending* and click/tap *Filter* (you are looking for *Pending* accounts). This step filters (selects) all Non-Automated accounts in your District that have been set to *Pending*.

Click/tap the box labeled *Select* (or Select All) next to each account that needs to be *Enabled* (re-authorized). **Example:** If you have a Non-Automated account that has left the District, do not Select that account, it will automatically become Disabled on September 1.

Click/tap the *Approve* button to re-authorize all of the accounts selected

Be sure to check user before you click/tap Approve. #4.

Students  Teachers/Licensed  Staff/Non-Licensed #1.

Status:  #2.    First Name:  FILTER #3.

Select All

Select	DistrictID	LicenseNumber	LocalTeacherNumber	Title	FirstName	MiddleName	LastName	School Name	Date Of Birth	PlaceOfBirth	External Email	Mobile	DistrictName
<input type="checkbox"/>	09999				John		Doe	Test	01/01/1900	Test			EduTechTest

#5.

Repeat as needed for:

- *Students*
- *Licensed Staff (that are not Automated Users/Accounts created from PowerSchool data.)*