

# TIP SHEET FOR IMPLEMENTATION OF TI ACCOUNT-BASED SOFTWARE

This tip sheet covers some common questions and best practices in setting up TI Account-Based software and online calculators for use by your teachers and students. For complete directions, please visit our Admin eGuide ([education.ti.com/Admin-eGuide](http://education.ti.com/Admin-eGuide)).

## Topics covered:

- What to expect when making your purchase
- Accepting license and initial setup of account
- Create group and importing students
- List of resources

## WHAT TO EXPECT WHEN MAKING YOUR PURCHASE

### Key items to include in your purchase information

- **Start Date:** This is the date you would like for your subscription to start. When the order is set-up in our system the start date can not be in the past.
- **License Administrator:** The name and email address for the license administrator who will manage the licenses and assign students.

### Once you make your purchase

When the dealer places the order with us two emails are automatically generated

1. An Order Confirmation email from Texas Instruments (sent from [no-reply@ti.com](mailto:no-reply@ti.com)) is sent to the License Administrator as well as the email of the purchaser from the school/district if it was provided. This is a record of the order and can help the identify anything that may need to be corrected (start date, # of seats, License Administrator email, etc.).
2. The License Administrator will receive the license invitation from Texas Instruments (sent from [noreply@edtech-mail.ti.com](mailto:noreply@edtech-mail.ti.com)) for the software purchased. This is the email that the License Administrator will use to kick-off the process to accept the license and assign to students. The invitation can be accepted only by the addressee and should not be forwarded.

To ensure successful activation of your software, please add [noreply@edtech-mail.ti.com](mailto:noreply@edtech-mail.ti.com) to your address book or safe sender list and ask your email administrator to make sure it's not blocked for students and teacher accounts.

## ACCEPTING LICENSE AND INITIAL SETUP OF ACCOUNT

The License Administrator after accepting the license will need to create an account in the OrgAdmin Portal. There are two options to create an account.

- **Create new account:** This requires you to create an account including your name, email address, and password.
- **Sign in with Google:** This will allow you to use your Google credentials (email and password) to set-up your account. With this option TI will not have any access to your Google account or knowledge of your password.

**Tip:** It is best practice to have more than one individual capable to make changes within the OrgAdmin system. To add additional administrators to the system follow the directions for "Inviting IT Admin or Other Users" located in the Admin eGuide ([education.ti.com/Admin-eGuide](http://education.ti.com/Admin-eGuide)).

## CREATE GROUP AND IMPORTING STUDENTS

When your OrgAdmin account is initially set-up there is a default group named "employees". This group is an appropriate place to keep all your Administrators that have access to update the system.

The same license can be assigned to more than one group. How you create groups is up to you and what works best for your school/district organization. Possible set-ups include:

- One group for everyone
- One group for teachers, one group for students
- One group for each school in a multi-school district
- One group for each grade level

Importing students into your groups is the one step that is most likely to run into an error. Here are some tips to minimize errors.

- Export the csv file out of your school information system or Google Workspace if possible
- CSV file format should be saved with UTF-8 encoding

- CSV should contain a header row with the following columns (Email, Last Name, First Name)
- Check to make sure there are no extra lines, incomplete lines, or extra commas in the file
- Recommend adding no more than 2,000 students at a time.

If you do have any errors during the import some tips

- Try importing the students in smaller groups (i.e. breaking the csv file into smaller files). This will help narrow down where there may be an issue.

## LIST OF RESOURCES

**OrgAdmin Portal:** [education.ti.com/adminportal](https://education.ti.com/adminportal)

### Guidebooks

**Administrator guide to Org Admin:** [education.ti.com/Admin-eGuide](https://education.ti.com/Admin-eGuide)

**Contact TI:** If you have questions or need assistance, [contact us](#).